



Board of Directors Job Description

Treasurer

Objective:

The Treasurer serves as the club's custodian of the financial assets. This position is responsible for the cash management and internal controls for the association, which includes the timely and accurate maintenance of the club's bookkeeping system and financial reporting. This position is responsible for preparing the annual operating budget, monthly and annual projected cash flow information, deposit management with the financial institution, monthly accounts receivable and payable reconciliation, development of financial reports as requested to support the Board's decision making. The Treasurer prepares checks for signature by the President and Secretary, or as delegated and approved by both parties.

Responsibilities:

Sales/Receivables

- Use of Quickbooks bookkeeping software to manage transaction level details
- Invoice creation and Accounts receivable management
- Cash to sale reconciliation
- Cash management for fundraising events
- Implementation and maintenance of cash management controls
- Timely availability of cash received by managing the bank deposit process

Inventory:

- Maintain inventory related transactions such as inventory received, sold and period inventory counts
- Confirm inventory received aligns with orders placed

Accounts Payable:

- Review and reconcile accuracy of payable invoices received
- Obtain the appropriate approvals and review from members of the organization to ensure payable invoice information is accurate
- Follow-up with vendors as needed to review payables questions
- Ensure timely and accurate payment of accounts payable
- Implement and maintain appropriate controls as agreed to with the Board Members

Other:

- Reconcile the bank account monthly after it has been opened and initialed by another member of the Board
- Prepare the annual budget
- Follow up on documentation requested throughout the year for insurances, rental spaces, donors, etc.
- Setting up of cash boxes
- Responsible for making sure that the federal and state annual filings are prepared by the outside Tax Accountant and filed on time
- Maintain the supporting documentation for all financial activities
- Actively participate in Board Meetings and organization events
- Perform other duties as prescribed by the Board
- Maintenance of documentation such as processes, contact information, and Treasurer job description
- Act in accordance with the mission and values of the organization, as a representative of the NCJFA associated in the community.