



Board Treasurer Job Description

The Treasurer is elected by the GEAS membership to hold office for a one-year term, eligible for re-election for the position for up to five consecutive years. Officer terms are June to June each year.

Requirements:

- Understanding of financial accounting and willingness to learn about specifics related to nonprofit accounting.
- Some familiarity with accounting software such as QuickBooks.
- Commitment to devoting the time and effort necessary to perform the responsibilities of Treasurer.
- Willingness to seek out and implement best practices of nonprofit financial management to ensure good fiscal planning, decision-making and oversight at a governance level.
- Ability to work as an effective team member with the Finance Committee, the Board, and Executive Director.
- Able to respond to Board, Officers, and staff communications and requests in a timely manner.

Time Commitment: 6-8 hours per month in addition to at-large board member monthly commitment of 4-6 hours (Finance Committee preparation and meetings, meetings with the Executive Director, preparation of reports, oversight)

Responsibilities *(in addition to At-Large Board Member Responsibilities):*

Chairs the Finance Committee, ensuring meetings are productive, efficient, respectful, and within GEAS by-laws and policies.

Works with the Finance Committee and the Executive Director to develop high level financial policies and practices to ensure the financial integrity and sustainability of the organization.

In collaboration with the Executive Director, ensures that GEAS maintains the appropriate financial books and records and that these are kept accurate and up-to-date with sufficient financial controls.

Assists the Executive Director in preparing the annual budget, submitting the budget to the Finance Committee for review, and presenting the budget to the Board for approval.

Ensures the Board monitors GEAS' financial performance quarterly, or as requested by the Board. Alerts the Board to any important discrepancies.

Ensure that government tax filings are accurate and submitted by required deadlines, including IRS 990 Tax Exempt Organization form due October 15th each year.

Serves as a co-signer on checks of \$2,000 or greater.

Approves GEAS expenses in the Executive Director's absence. Back-up to the Executive Director for payroll processing.

Ensures that excess funds and reserves are properly held and invested as outlined in the financial policies and at the direction of the Financial Committee..

At the close of GEAS fiscal year (May 31st), works with the Finance Committee to conduct an annual audit of GEAS finances, including donor records and grant spending. Presents findings to the Board by the August Board meeting.

Keeps current on legal, regulatory and sector developments relating to the Board's financial responsibilities.

Ensures all board members have sufficient understanding of analysis of finances in order to make sound decisions about finances and their effects.

Adopted by Board of Directors – Adopted May 2021