GRASSROOT PROJECTS
SMALL PROJECTS. BIG DREAMS.

Description for Board Treasurer

POSITION OVERVIEW: The Treasurer is responsible for ensuring the accurate reporting of the overall fiscal health, and proper documentation of the organization's financial history for institutional records. The Treasurer takes ownership of guiding the other Board members through financial reports and analyses necessary to help the organization make best fiduciary decisions on behalf of the organization. The Treasurer works with the Executive Director (ED) and Accountant/Bookkeeper to ensure proper internal controls are followed to maintain integrity and protect the organization and its assets. The Treasurer is the Chair of the Finance Committee, and shall have charge and custody of and be responsible for funds and securities of the organization.

PRIMARY DUTIES & RESPONSIBILITIES

- Reporting, including
- Review financial statements with the Finance Committee
- Provide the Board of Directors with financial statements, highlighting any trends and/or concerns, preferably on a monthly basis
- Budgeting, including
- Lead the preparation of the annual budget with the Finance Committee
- Work with ED when necessary to prepare and explain budgets for grant applications and new projects/programs for the organization, both to internal and external partners
- When necessary, work with Board and ED to analyze impact of expenditures and revenues unplanned outside of annual budget parameters
- Bookkeeping, including
- Perform a monthly reconciliation review of the checking account and other financial accounts of the organization
- Meet/call monthly and as needed with bookkeeper as appropriate to maintain consistent, accurate and up-to-date information and reconciliations in accounts
- Tax documents, including
- Along with the Board President and the Executive Director, review and sign the Form 990 and ensure, on the Board's behalf, that it is accurate, complete, and filed on time, and that the Board of Directors receives a copy

- Finance Committee, including
- Prepare agenda and lead Finance Committee meetings
- Other, including
- Provide other financial oversight as needed

SKILLS AND EXPERIENCE DESIRED

- Experience with Quickbooks or similar accounting software
- Understanding of how to analyze and explain cash flow, P&L, balance sheet, and other financial reports
- Experience formulating and managing a budget, with a preference toward 501(c)3 nonprofit administration experience
- Deep knowledge of finance and nonprofit strategic financial planning
- Experience in planning for fiscal stability and growth of an organization
- Previous board/leadership experience
- Personal commitment to diversity, equity, and inclusion
- Ability to collaborate openly in achieving board goals
- Working knowledge of GAAP and other accounting best practices
- Highly organized and detail oriented with attention to accuracy
- CPA preferred

ADDITIONAL EXPECTATIONS AS BOARD MEMBER:

Each term of service for the Board is three years in length. All Board Members are expected to make a financial gift that is meaningful to them, and to be an ambassador for the organization. Treasurer can work remotely. Estimated time commitment is 5-10 hours a month, inclusive of general obligations as a member of the Board of Directors. The Board meets once a quarter for a 2-3 hour meeting via Zoom/Teams.

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