

SUBJECT: JOB DESCRIPTION – TREASURER

EFFECTIVE DATE: 2/2025

DATES REVIEWED: 2025

DATES REVISED: 1/2025

OVERALL GOAL

The Treasurer is the chief financial and accounting officer for the organization.

ACCOUNTABILITY

The Treasurer reports to the Board of Directors.

OBLIGATIONS

- Maintain and in conjunction with the Executive Office, adequate and correct books and records of account of the Corporation;
- Serves as a member of the Executive and Finance Committees;
- Ensure that all bills are paid with 30 days of receipt;
- Assist with budget preparation for coming fiscal year;

DUTIES

- Performs duties as outlined in the Finance Committee Operational Guidelines.
- Review all bills and expense reports

ESTIMATED TIME COMMITMENT

- Estimated time commitment: 1-2 hours/week;
- Small amount of instate travel including overnight stays of up to 3 days at a time;
- Busiest time period: Workload is consistent throughout the year.

MINIMUM POSITION REQUIREMENTS

- Meets requirement of Board of Directors Member
- Qualifications: Well versed in CSRC Operations, Robert's Rules of Order, Professionalism & Professional Communication, Etiquette, and Professional Ethics.
- Experience: CSRC Board of Directors, must have basic understanding of financial practices.

METRICS

- Regular/weekly communication with Executive Office;
- Bills reviewed and approved for payment on time;
- Preliminary budget presented to board 1st meeting of calendar year.