



# OUTDOOR YOUTH CONNECTIONS

Empowering Outdoors Youth...

## Treasurer Job Description

Treasurer is an officer of the organization, appointed by, and accountable to, the OYC Board of Directors. The Treasurer may also be a Board member, but otherwise does not have voting privileges. While officer appointments are reviewed annually, the Board desires continuity and normally extends appointments over successive years.

In addition to understanding the fiduciary duties of the office, the Treasurer must have comprehensive knowledge of non-profit accounting, be proficient with Quickbooks financial software, and be comfortable preparing IRS Form 990.

The Treasurer oversees the financial concerns of OYC.

Specific duties include:

- Attends and reports on financial status at Board meetings
- Assures that an up-to-date copy of the budget is accessible at all Board meetings
- Monitors bank accounts and other financial instruments
- Keeps the financial records
- Performs online and in-person banking activities
- Pays bills and issues reimbursements
- Facilitates budget preparation and adherence
- Files federal, state, and local taxes
- Prepares and releases financial disclosures customary for charitable organizations
- Handles money, pays bills and issues reimbursements

The minimum time commitment of Treasurer is reasonably modest:

- 2 hours/month for routine bill pay, bookkeeping, and banking
- 8 hours/event for fundraiser cashiering and bookkeeping
- 4 hours/month for preparation, attendance, and follow-up for Board meetings
- 1 hours/month for budget tracking and adherence
- 4 hours/year for budget preparation
- 1 hours/month communicating with federated campaigns and other donors
- 2 days/year for taxes and regulatory compliance
- 1 day/year for Board retreat

In addition, there are many opportunities for more involvement. Though discretionary, additional engagement can make the job more meaningful and fulfilling.