



TREASURER

Position Title: Treasurer/Chief Financial Officer (CFO)

Overview

The Treasurer of the Board of Directors is responsible for the financial health of the organization. The Treasurer/CFO is a key executive responsible for the financial stewardship of the organization. This role encompasses oversight of financial planning, risk management, record-keeping, and financial reporting. The Treasurer/CFO will work closely with the Board of Directors to ensure the organization's financial health, support strategic decision-making, and foster transparency and accountability in all financial matters.

Key Responsibilities

- **Financial Strategy**
 - Develop and implement financial strategies that align with the organization's goals.
 - Provide insights and recommendations on long-term financial planning.
 - Manage the organization's investments and ensure that funds are invested wisely.
- **Financial Management**
 - Oversee the organization's financial planning and budgeting processes.
 - Keep and maintain adequate and correct accounts of the corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.
 - Monitor the organization's cash flow, financial performance, and capital structure.
 - Ensure compliance with all financial regulations and accounting standards.
 - Identify and mitigate financial risks, such as fraud, theft, and unauthorized transactions.
- **Fund Management**
 - Have charge and custody of, and be responsible for, all funds and securities of the corporation, and deposit all such funds in the name of the corporation in such banks, trust, companies, or other depositories as shall be selected by the Board of Directors.
 - Receive, and give receipt for, monies due and payable to the corporation from any source whatsoever.
 - Disburse, or cause to be disbursed, the funds of the corporation as may be directed by the Board of Directors, taking proper vouchers for such disbursements.
- **Financial, Tax and Compliance Reporting**

- Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports.
- Prepare and review financial statements, including income statements, balance sheets, and cash flow statements.
- Ensure that financial reports are accurate, timely, and compliant with regulatory requirements in accordance with federal and CA state laws.
- **Stakeholder Communication**
 - Serve as the primary point of contact for financial matters to the Board, ensuring they are well-informed.
 - Exhibit at all reasonable times the books of account and financial records to any director of the corporation, or to his or her agent or attorney, on request therefore.
 - Render to the President and directors, whenever requested, an account of any or all of his or her transactions as Treasurer and of the financial condition of the corporation.
 - Communicate financial performance and trends to stakeholders, fostering trust and transparency.
 - Work with organization's contracted roles such as Bookkeeping, Tax Accounting, and Legal Representation, on all financial reporting and related matters.

Qualifications

- Strong financial acumen and analytical skills.
- Strong understanding of finance and accounting principles.
- Experience in accounting, finance, or a related field.
- Understanding of nonprofit financial management principles.
- Ability to analyze financial data and make informed decisions.
- Strong attention to detail and accuracy.
- Exceptional communication and interpersonal skills.
- Experience in a leadership role within a nonprofit or corporate environment is a plus.

Time Commitment: The Treasurer/CFO is expected to attend regular Board meetings and participate in strategic planning sessions, ensuring a proactive approach to the organization's financial health.

By effectively fulfilling these responsibilities, the Treasurer plays a critical role in ensuring the financial stability and long-term sustainability of the organization.