**COUNCIL TREASURER**

**JOB DESCRIPTION**

**Especially prepared for:**

**Treasurer:**

Responsible to the council president to ensure that proper internal controls of recording and deposit of all receipts, disbursement of cash, and accounting for all property of the corporation, whether real or personal, tangible or intangible, however acquired of the corporation

**Objectives:**

To help ensure that the council achieves the three Journey to Excellence Finance objectives:

* **Fiscal management** – maintain positive unrestricted net assets in the operating budget
* **Fundraising** – increase council generated net contributions in the operating fund
* **Endowment** – add permanently restricted gifts to the endowment fund

To engage members of the Executive Board and Executive Committee by giving leadership for the areas of:

* **Fiscal management** – maintain positive unrestricted net assets in the operating budget

**Treasurer**

1. Present at each executive board and committee meeting the current Statement of Financial Position, Statement of Changes in Net Assets, , together with a Statement of Operations-Unrestricted of the corporation.

2. Coordinate with the audit committee the periodic testing of the council’s internal controls.

3. Ensure that all reports required by various regulatory authorities are completed and filed on time.

5. Ensure that standard accounting procedures are used in the council.

6. Evaluate and, when necessary, provide training to executive board members on reading and understanding council financial statements.

7. Contribute to FOS annually through a combination of “personal giving” and/or “getting” in order to ensure the council’s financial success.