

Treasurer Job Description

The bylaws should specify the job description. The duties vary based on the organization's size and staffing pattern.

Typical duties of a Treasurer in an emerging or volunteer-led organization

- ▶ Accept and deposit donations and other monies
- ▶ Keep financial records
- ▶ Maintain a bank account in the organization's name
- ▶ Manage accurate books
- ▶ Send receipts of charitable contributions to donors
- ▶ All of the duties listed below

Treasurer duties in an organization with staff

- ▶ Convene and provide leadership to the Finance Committee
- ▶ Provide guidance and support to the Executive Director/Finance Director
- ▶ Provide financial statements to the Board at least quarterly
- ▶ Provide financial reports at Board meetings
- ▶ Work with the auditor/audit committee and report the results to the full Board