Uplift Community Alliance®

TREASURER
JOB DESCRIPTION

Board Officer and Executive Committee Member

Position Summary

The Treasurer serves as the chief financial officer of Uplift Community Alliance, ensuring accurate recordkeeping, fiscal accountability, and compliance with all financial policies and legal requirements. The Treasurer oversees financial operations, supports strategic financial planning, and works closely with the Finance Committee, Board of Directors, and Assistant Treasurers to safeguard the organization's assets and sustain its mission.

General Board Responsibilities - Governance

- Uphold the organization's mission and values.
- Serve in a fiduciary capacity and act in the best interests of the organization.
- Financial Oversight: monitor financial health, and safeguard assets.
- Policy and Planning: Approve organizational policies, strategic plans, and major initiatives.
- Board Participation: Attend meetings, serve on committees, and represent the organization in the community.

Specific Position Responsibilities

1. Chair the Treasurer's Committee.
2. Appoint the Finance Chair and serve as a standing member of the Finance Committee.
3. Appoint, train and manage the Assistant Treasurers.
4. The Treasurer shall:
   a. Manage the collection and disbursement of all corporate funds.
   b. Maintain and secure the financial records of the corporation.
   c. Maintain internal controls including separation of financial duties.
   d. Authorize opening and closing of all corporate financial institutions accounts with the President and Recording Secretary.
   e. Sign checks with the President, President-Elect, or Recording Secretary.
   f. File taxes, apply for or renew licenses and permits.
   g. Apply for sales tax refunds.
   h. Supervise automatic payments to vendors, withdrawals or recurring expenses.
   i. Authorize and administer all organization credit cards.
   j. Manage reimbursement to members for organization expenses.
   k. Track dues payments and provide ongoing updates to Member Services and Technology.
   l. Accomplish the annual financial audit with the organization's audit firm following the May 31 fiscal closing.
   m. Conduct an annual review of the organization's safety deposit box with the President.
5. Submit a monthly Committee Report to the Board and membership.
6. Update and maintain procedures, practices, policies and operations manual and provide training to the succeeding Treasurer.

Standard Board Member Responsibilities

1. Submit a proposed budget for the succeeding year.
2. Ensure the committee and all subcommittee procedure book(s) and/or electronic records are updated and added to the MDF.
3. Submit recommended job description revisions to the Bylaws Chair.
4. Submit a year-end Final Report to the President.

Competencies

- QuickBooks
- Microsoft applications
- Strong relationship, organization, analytical and communication abilities
- Understanding of nonprofit financial management principles and internal controls

Governing Documents

Bylaws, Standing Rules, and Policies
State and Federal Nonprofit Financial Requirements