



JOB DESCRIPTION/DUTIES
OF THE
TREASURER/LEGAL SECRETARY

General: The Treasurer is nominated through the nominating procedures outlines in the Constitution and appointed by the President with approval from the UOAA Board of Directors (BoD) for an indefinite term which is ended by resignation or BoD action. The Treasurer serves as a voting member of the BoD and sits on the Executive Committee. In accordance with the Constitution the Treasurer is designated as the Chairperson of the Finance committee.

The Treasurer is cooperation with the Executive Director installs and oversees financial policies and procedures that protect the organization. The Treasurer must maintain a complete knowledge of the organization's financial viability and utilize his/her knowledge to aid the President and the BoD in making fiscally sound decisions. The Treasurer is also responsible for ensuring that the organization complies with all laws and regulations relating to financial procedures, solicitation of contributions, and tax exempt status. The Treasurer must also protect the organization from theft and fraud by ensuring the safety of the organization's assets, and ensuring that the organization establishes, reviews, and adheres to internal controls.

Responsibilities:

- The Treasurer with the assistance of the Executive Director shall:
- Prepare reports for board members, sponsors and others.
- Prepare and propose a budget for the upcoming fiscal year.
- Ensure that funds are handled in accordance with policies and procedures determined by the BoD.
- Ensure that systems are in place to properly remit all payments due, in accordance with spending procedures determined by the BoD.
- Sign checks prepared by the office for payment to vendors.
- Ensure that the books are kept in accordance with policies and procedures determined by the BoD, utilizing accounting software.
- Ensure that periodic reviews and/or audits are completed, in accordance with application regulatory requirements.
- Ensure that systems are in place to properly acknowledge and record all donations.
- Work with the Executive Director to prepare and circulate financial statements (a) monthly, (b) in advance of each regularly-scheduled BoD meeting, and (c) upon request of the President.
- Serve as a member of the Investment Committee.
- As Legal Secretary signs regulatory documents on behalf of the organization.
- Time commitment is approximately 10 hours per month.



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Qualifications:

A degree in account, or substantial work experience in accounting, finance, or previous nonprofit financial management experience.