TREASURER JOB DESCRIPTION

Purpose: To manage and report on the Chapter's finances.

Responsibilities:

• Carry out required responsibilities expected from an Executive Committee member or senior entity leader
• Maintain and reconcile all bank accounts and track all related transactions in QuickBooks Online
• Provide oversight and analysis of all financial transactions
• Monitor the budget, report material deviation and ensure that an adequate reserve cash balance is maintained
• Periodically report to the ExCom and membership on finances
• Prepare any required financial reporting forms and safeguard financial records
• Ensure compliance with all policies, procedures and laws
• Avoid committing the Chapter/Group to indebtedness greater than the unencumbered cash balances plus reserve requirement

Qualifications:

• Ability to keep organized and accurate records
• Attention to detail
• Availability to handle transactions on a regular and recurring basis
• Willingness to ask challenging questions persistently. Objectively able to say no; for example:
  o "No, we do not have enough cash or reserves to pursue that activity."
  o "YES, we do have enough cash or reserves to pursue that activity."
  o "No, that is not a budget transaction, you can seek approval through the ExCom."
  o "No, we cannot pursue that course of action, the risks far outweigh the benefits."
  o "No, that is contrary to Sierra Club policy."
• QuickBooks Online experience is a plus, as is some knowledge of financial reporting and transaction processing

Contact: info@mlc.sierraclub.org  Subject: MLC Treasurer for more information