



BOARD TREASURER JOB DESCRIPTION (2024-25 Fiscal Year)

Overall Roles and Responsibilities

The Board Treasurer is responsible for assisting the Board President in leading the board of directors and staff in support of the mission, values, and strategic goals of the San Mateo-Foster City Education Foundation ("the organization"). The Board Treasurer will primarily be responsible for ensuring the financial integrity of the organization.

Responsibilities

The Board Treasurer's specific responsibilities include:

- Attend monthly board meetings, and provide monthly financial results and updates to the Board of Directors
- Attend bi-weekly Executive Committee meetings
- Create and maintain internal procedures and controls in accordance with best financial practices for a non-profit foundation
- Oversee and validate all financial books and records in support of the annual tax returns and any 3rd party financial audits
- Review and verify income and expenses in QuickBooks with Board Reports as prepared by bookkeeper
- Work with the Executive Committee and Executive Director to establish the upcoming year's annual budget; present annual budget proposal to the Board of Directors for approval
- Manage bi-weekly payroll and monthly payroll tax payments using Quickbooks Payroll software.
- Conduct Finance Committee meetings, as needed
- Liaison with the organization's CPA regarding the annual tax return; review and file the IRS Form 990
- Liaison with the Audit Committee to ensure that any annual audits as required by law are successfully completed