



## **BOARD TREASURER JOB DESCRIPTION (2020-21 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 weekly Executive Committee meetings
- Create and maintain internal procedures and controls in accordance with best financial practices for a non-profit foundation
- Maintain all financial books and records in support of the annual tax returns and any 3rd party financial audits
- Reconcile and verify income and expenses with bank statements and QuickBooks accounting software with our donor management database monthly
- 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
- 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