

DRAFT (5-19-21)
JOB DESCRIPTION

Position Title: Treasurer & Board Member	Classification: Board Member - Board Officer
Responsible To: Board of Directors	Full-time: Volunteer: Yes
	Part-time:

Summary

The Treasurer serves as a member of the Board of Directors. The Treasurer is appointed and reappointed by the Board of Directors on an annual bases and works with the board to support the financial operations and oversee the fiduciary duty of the Fenton Community Orchestra (FCO). The Treasurer shall be responsible for all funds of the Corporation except for such funds as the Board of Directors may designate; shall see that an accounting system is maintained which will give a true and accurate accounting of the financial transactions of the corporation; and shall render reports from time to time as requested by the Board of Directors of his or her activities and the financial condition of the corporation. The Treasurer shall ensure staff members properly receive and give receipts for moneys due and payable to the Corporation and deposit all such moneys in the name of the Corporation in appropriate banks, Fenton Community Orchestra Bylaws, and in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him or her by the Board of Directors.

The Treasurer shall, with the Chair, be a Legal Signatory for FCO.

ROLE AND RESPONSIBILITIES

Board of Directors

1. Attend all Board meetings, Executive Committee meetings and Chair the Finance Committee
2. Prepare and present monthly financial and budget reports

Finance

1. In coordination with the FCO Manager, manage the day to day process of accounts receivable and payable using QuickBooks.
2. Work with the FCO Manager and CPA to prepare monthly cash flow projections and financial statements for presentation to the Board.
3. Work with CPA, Finance Committee, and FCO Manager to ensure all state and federal reports are filed as required by statute and regulation, including the Annual Corporation Report and the IRS form 990, Michigan Annual Charitable Solicitation Registration and others as appropriate.
4. Maintain adequate insurance to protect the organization's assets.
5. Staff time cards and payment
6. Banking

Finance Committee

The Committee is responsible for providing leadership and assistance to the Board in fulfilling its legal and fiduciary obligations. The Committee is responsible for monitoring the Organization's overall financial health.

1. Annual Budget: Collaborate with board members, staff and committee members to prepare an annual budget to present at the annual meeting of the board in June.
2. Taxes and Licenses: Work with the Manager to ensure the filing of all tax forms and licenses as required by law.
3. Insurance Review: Review the adequacy of insurance coverage
4. Internal Audit: Conduct an annual internal financial audit that can be used for grant reporting requirements
5. Other tasks and responsibilities outlined in the Committee Charter or delegated by the Board

Contact FCO Governance and Nominating Committee with subject line *Board Treasurer* if interest at: fentoncommunityorchestra@gmail.com.