

TREASURER
Job Description

Term:	2-5 years desired
Time Commitment:	Average 10 hours per week
Skills Needed:	Comfortable working with numbers and managing a large budget, attention to detail, organized, beneficial to be familiar with QuickBooks accounting software
<p><i>Please know that in this role you are always supported by MEF Leadership, which includes the Executive Director (ED) and President(s), and you are encouraged to bring in a committee if you would like the additional support. If you would like to refine or expand any of the responsibilities noted below, please reach out to the ED.</i></p>	

The Treasurer shall have charge and custody of and be responsible for all funds and securities of the corporation and maintain all such moneys in the name of the corporation in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of Section IX of the 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 the Treasurer by the President or by the Board.

Responsibilities

- Keep permanent records that track gross income, receipts, and disbursements of the Foundation.
- Store all blank check stock in a secure location.
- Keep accurate records of receipts and disbursements in QuickBooks and store all original receipts in a secured binder. Establish yearly financial binders to house all financial records for each Fiscal Year. Information should include the statements and related documents for (but is not limited to): Wells Fargo Checking, Wells Fargo Savings, UBS, Bailard/Schwab, Treasurer Reports, Credit Card Statements, Payroll Reports, Government/Legal Notices, Tax Documents, and Investment Policies for both the Endowment and Reserve Operating

accounts. Both QuickBooks and the binders are permanent records of the Foundation and should be stored per the Records Retention Policy.

- Follow the Treasurer Calendar for bills, taxes, insurance, budget, and other items with yearly due dates.
- Become aware of deadlines (including postmark dates) for all financial transactions.
- Maintain continuous and direct communication with the President regarding all finances and investments, primarily via monthly Treasurer Reports. Advise all board members of the status of the treasury on an annual basis and, when queried, their individual budgets.
- Outgoing Treasurer shall work with the new Treasurer to close all FY books, generate all End of Year Financial Reports (see list of reports) and submit records to the Financial Review Committee (FRC) for inspection. Once the FRC has completed its review, official financial records will be stored at the Moraga Education Foundation office located at 1010 Camino Pablo, Moraga, CA 94556.
- Incoming Treasurer shall assume full office responsibilities after the FRC have completed inspection in July.

Investments:

- Monitor investments and consult with the FRC as required by the Reserve Account Investment Policy and the Short-Term Operating Fund Policy.
- Monitor Endowment donations and follow procedures for issuing funds to the Endowment.

Annual:

- Chair the budget discussions in April and prepare the upcoming FY budget for adoption by the Foundation in May.
- Make an Annual Treasurer & Financial Report to the Board of Directors that includes gross receipts and disbursements for the prior FY year at the first meeting of each year.
- Prepare an Estimate Cash Available statement in April to determine available funds for school grants.
- Be responsible for completing all necessary 1099 and 1096 tax forms by January 31 of each year. In coordination with the Financial Review Chair, provide all necessary documentation (e.g., bank statements, payroll forms, etc.) for the annual audit, go over the audited tax returns, and submit the returns.

Monthly:

- Pay all bills as authorized by the Executive Director or President upon receipt of the payment authorization form (Check Request). All check requests must be initialed by the Executive Director or President. All receipts must be the original receipt. All checks must be issued through the QuickBooks program. Hand written checks are prohibited.

- All online monetary transactions and transfers need to be dual authenticated by the Treasurer and Executive Director.
- All authorized check requests must include an original receipt to ensure that vendor invoices are not paid more than once.
- Reconciliations of all bank and investment statements (except the Endowment) should be done using QuickBooks and filed in the Foundation's Google Drive financial documents folder for the Financial Review Chair.
- Secure two authorized signatures on all checks issued over the amount defined in the Foundation's by-laws. Any two elected officers (with the exception of the secretary and officers related by blood, marriage, or living in the same household) may be authorized to sign checks. Refer to bylaws to determine who is authorized.
- Prepare, submit, and, if needed, present a Treasurer's Report at every Board of Directors meeting. The Treasurer's Report also should be presented at other times, if requested by the Board of Directors.
- Submit all monthly reports (Treasurer's Report, Balance Sheet, Year-to-Date Budget vs. Actuals, and Monthly Profit/Loss Detail) to the Executive Director, President, Vice-President, and Financial Committee members for a monthly audit of expenditures, income, the budget, and procedures and file all reports in the Foundation's Google Drive financial documents folder.

Meetings Attended

Monthly:

- MEF Board Meetings

As Needed:

- MEF Executive Committee Meetings
- MEF Committee Meetings
- MEF Strategic Planning Meeting