

NOPRC Treasurer Job Description

Title of the position

NOPRC Treasurer

Reports to

Board of Directors

Overall responsibility

Financial Advisor / Decision Maker / Manager

Key areas of responsibility

- Advises the Board on financial matters
- Acts as *Signing Authority* on behalf of the Board for financial matters
- Effects banking and financial transactions on behalf of the Organization
- Ensures Board has sufficient and up-to-date financial information
- Maintains financial records
- Advises President and Board Members on the management of financial resources
- Assists in the selection and evaluation of board members
- Makes recommendations, supports Board during orientation and self-evaluation
- Supports Board's evaluation of President

Consults with

- NOPRC Board of Directors
- NOPRC Staff

Term of appointment

1 year

Qualifications

- Possesses the ability to read/understand/interpret financial statements
- Possesses the ability to learn/understand Quickbooks
- Possesses the ability to maintain orderly records
- Possesses the ability to recognize potential fiscal conflicts and to avoid them
- Possesses the ability to devote a minimum of three (3) hours a week to Treasurer's Duties