

Okemo Valley TV Board of Directors

Job Description

Officer Title: Treasurer

Description:

The Treasurer is the third-highest ranking Officer on the Board of Directors. The primary responsibility is to manage the organization's finances.

The Treasurer is elected by the Board of Directors after the annual Board of Directors elections.

Essential Duties:

- Ensure compliance with fiduciary responsibilities of the organization
- Ensure that the organization remains fiscally solvent and in compliance with all state and federal regulations regarding taxation and financial reporting
- Perform regular reconciliation of bank accounts
- Review all expenses in excess of the Executive Director's spending limit and sign applicable checks
- Work with the Executive Director on providing regular financial reports to the Board of Directors, including budget summaries
- Ensures development and board review of financial policies and procedures
- Work with Executive Director on drafting budgets for review by the Board of Directors
- Chair the organization's finance committee, spearheading all financial initiatives set forth by the organization
- Work with Executive Director on financial reporting for Annual Reports, and any other reports as required by local, state, or federal mandates
- Act as the primary signature for the management of all bank accounts and investments
- Act as primary contact for the bank and all other financial institutions with which the organization does business
- Provide signature for payroll