

Neighborhood House Treasurer Position Description

The treasurer is a board officer and is the lead board of director providing oversight of financial issues. S/He/They needs to establish and maintain a close working relationships with other board officers (e.g., President, Vice President, Secretary), the executive director, and the finance director.

The treasurer chairs the NH Finance Committee, which meets every month on the Tuesday before the board of directors meeting. S/he/they takes the lead on helping to maintain the organization's financial policies by collaborating with the NH executive staff. Depending on the Treasurer's own professional expertise in finance and accounting, s/he/they may serve as a consultant to the NH finance director with regards to specific finance/accounting or agency benefit plan questions, as needed.

In addition to the ~2 hour monthly Board Meetings, the Treasurer spends 1.5 hours a month at the finance committee meeting, averaging 30-60 minutes outside of that meeting reading materials, <30 minutes on average reviewing disbursements over \$2,500 and disbursements to the Executive Director exceeding \$1,000. S/He/They are an authorized signer on some of the agency's checking accounts. If necessary (rare but possible), the Treasurer will need to be available for check-signing at the NH HQ office if the ED or other approved check signers are unavailable.

Required Skills:

- High level accounting or finance knowledge and experience. Work experience in either public accounting (CPA) or as a Chief Financial Officer.
- Ability to read and interpret financial and accounting documents

Preferred skills

- Basic understanding of budgeting, federal / state grants, and payroll
- Familiarity with nonprofit accounting, single audits, and Form 990

Desired Traits:

- Attention to detail
- Inquisitive, willing and able to ask questions
- Ability and interest in learning about a large and complex organizational structure that uses abbreviations for departments/charge codes/on financial statements
- Collaborative and willing to be available to consult with Finance Director, Executive Director and other Board members when issues arise.