



## **UUMFE Treasurer Job Description**

November 6, 2020

**Accountability:** The Board Treasurer is an executive and voting member of the Board of directors of UU Ministry for Earth (UUMFE) and appointed in a manner consistent with the bylaws. The Treasurer is accountable to the Board for the fulfillment of the duties and responsibilities outlined below.

**Authority:** The Treasurer, as other Board members, has no authority to direct staff or take independent action on matters outside of the duties outlined unless given such authority by the Board.

**Time Commitment:** Estimated ten hours per month (Board meetings, meetings with Board Chair and senior staff, committee/circle meetings)

**Roles and Responsibilities:** The Treasurer will offer guidance to the UUMFE Board and senior staff to ensure good fiscal planning, decision-making and oversight at a governance level. In addition to those specified in the [UUMFE Board of Directors job description](#), principle duties are to:

- Oversee the development of high level financial policies and their review by the Board
- Assist in the preparation of the annual budget and its presentation to the board for review
- On a monthly basis, oversee preparation and Board review of appropriate monthly or quarterly financial statements
- Provide a monthly analysis of UUMFE's current financial position plus highlights of income and current and projected expenses
- Ensure that the board regularly monitors the organization's financial performance and alerts it to any important discrepancies between planned and actual figures
- Ensure that the organization maintains the appropriate financial books and paper records and online files of monthly and annual financial activities, and that these are accurate and up-to-date
- Ensure that government tax filings and remittances are submitted on a timely basis.
- Ensure that payroll and other liabilities are settled in a timely manner
- Serve as a co-signer of checks

- Ensure that excess funds and reserves are properly held and invested
- Verify that donations are handled appropriately and that grants and service delivery contracts are accounted for in accordance with funders' requirements
- Meet with an external auditor as needed to identify any financial control and record keeping problems or deficiencies and oversee action by the Board and senior staff to address them
- Recommend to the board the need for a review or renewal of auditing services
- Assist the Board Chair and senior staff with the development and presentation of the annual report by providing accurate, comprehensible financial data.
- Present or co-present the organization's financial report and recommend appointment or reappointment of auditor at the Annual General Meeting
- Keep the Board and senior staff informed of important financial events, trends, and issues relevant to the organization

**Committee Membership:** The Treasurer advises the Program-Budget-Fundraising Circle.

**Qualifications:**

- Commitment to the organization's mission and strategic directions
- An understanding of, and experience with, good financial management and reporting practices.
- Proficiency in QuickBooks software desirable.
- An appreciation of the kind and level of financial information needed at a Board level to support decision making
- An ability to commit the time required to fulfill the responsibilities described

**Term of Office:** Two years with the possibility of renewal for a second term.

To Apply:

Send cover email and resume to [Office@uumfe.org](mailto:Office@uumfe.org) with the subject line "Application for UUMFE Board of Directors and Treasurer"