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 with the subject line “Application for UUMFE Board of Directors and Treasurer”