

## 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**

12 months

### **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 ten (10) hours a week to Treasurer's Duties