



JOB DESCRIPTION
Treasurer, Board of Trustees

Job Title:	Treasurer	Job Category:	Volunteer
Department/Group:	Board of Trustees	Compensation:	None
Location:	Columbus, OH	Travel Required:	Attend Board Meetings
Reports to:	Chairperson	Position Type:	Board Officer
Will Train Applicant(s):	As Needed	Phone:	614-297-0040
Website:	http://www.CareerTransitionInstitute.org/		
Email	info@CareerTransitionInstitute.org		

Inform Chairperson and/or Continuity Director of interest.

Job Description

Duties:

- Creates appropriate monthly financial reports and presents them to the Board at regularly scheduled meetings.
- Manages the Board’s review of and the action related to the Board’s financial responsibilities.
- Reviews the accounts of the association for accuracy on a timely basis.
- Presents the annual budget to the Board for discussion and approval.
- Completes annual tax Form 990 and submits to Board for review before sending to the IRS no later than May 15th of each year.
- Serves as advisor to the Member Treasurer, by providing oversight, direction and training as needed.

Skills/Qualifications:

- Likely time commitment 2-5 hours per week - Retirees encouraged to apply
- Knowledge of non-profit organization accounting procedures preferred, but not required
- Knowledge of QuickBooks strongly encouraged, but not required
- Prior membership with Career TI helpful, but not required