

DSC Treasurer Job Outline

Position: Board of Directors, Board Member, Treasurer

June 21, 2022

Responsibilities

1. **To the Board of Directors:** Officiate reviews and finalize all decisions regarding financial matters of DSC budget, cash flow and capital expenditures. Produce annual budget projections. Produce monthly and annual reports to inform the Board of bank balances and cash flow activities in relation to the budget.
2. **To the Administration Staff:** Provide support, guidance, and decision-making to the Administration Staff pertaining to financial matters. Serve on the Board Finance Team. Serve as signature on bank accounts and annual tax returns.

Tasks

1. **For the Board of Directors:** Finalize all financial decisions; keep the Board informed of bank balances and cash flow; produce and monitor annual budget.
 - A. Present the bookkeeping reports to the Board at the monthly and annual Board meetings.
 - a. Balance Sheet year-to-date
 - b. Profit & Loss Cash Flow year-to-date
 - B. Provide specific bookkeeping detail reports if requested by Board members. Work with the Administration Bookkeeper to gather data for the requested reports.
 - C. Present the annual financial review of the current fiscal year and budget projections for the coming fiscal year at the Annual Board Meeting. Revise and update the budget when appropriate.
 - D. Serve on the Finance Team to review and make collaborative decisions pertaining to financial matters that the Treasurer considers appropriate for the Team's attention. All decisions are finalized by the Treasurer and implemented by the Administration Staff as instructed by the Treasurer.
2. **For the Administration Staff:** Provide support, guidance, and decision-making to the Administration Staff pertaining to financial matters involving the operating budget and conditions of cash flow; income and expense.
 - A. Confer with Administration Bookkeeper and Finance Manager on matters pertaining to the design and functions of the bookkeeping and banking activity.
 - B. Receive proposals for budget changes, operations cash flow, and capital expenditures from Administration Staff.
 - C. Review proposals listed in B. above with Administration Staff, Finance Team and Board members when appropriate for collaborative discussion and decision-making.
 - D. Review and determine the prices for the "DSC Program Event Donation Ask Formulas" on an annual and as-needed basis.
 - E. Sign bank and tax documents as required by the Administration Staff.