

Treasurer (Financial Director) Position Description

Purpose: The Treasurer is responsible for managing ASDAH finances.

Time commitment: 15-20 hours per month on average

Position Responsibilities:

- Develop overall annual budget
- Track all revenues and expenses
- Create monthly and annual financial statements and reports
- Facilitate all fundraising activities
- Ensure development and implementation of sound fiscal policies and procedures
- Oversee all monetary distributions, financial agreements, and financial legal compliance
- Monitor overall financial health of the organization

Desired Skills:

- Proficient bookkeeping skills including reading, preparing, and interpreting fiscal statements
- Proven fundraising skills
- Strong detail orientation
- Experience maintaining financial documents in organized fashion
- Solid understanding of the financial legal obligations of a nonprofit
- Well-versed in Excel and other financial management tools