

Title
Executive Board Treasure

Job Summary

To monitor the finances of HansonHouse TBI Clubhouse.

Primary Work Sites

19716 Wendy Drive, Berea, OH 44017 (440)234-0470
415 Front Street, Berea, OH 44017 (216)891-9990

* All banking accounts are held with Fifth Third Bank, Berea, OH branch.

Duties:

The Treasurer:

- Attends the HansonHouse TBI Clubhouse Executive Board and other board meetings as requested.
- Manages finances and prepare reports as needed.
- Assists Executive Director and Executive Board President in the preparation of the annual budget.
- Prepares and submits quarterly financial reports to the Executive Board.
- Presents financial report at the monthly Executive Board meeting and to the general membership or public as needed.
- Makes deposits, withdrawals, payments and reimbursements as needed.
- Keeps accurate records of all financial activity, including backup documentation.
- Prepares year-end report.
- Assists in the preparation of the budget.
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Minimum Qualifications

The Treasurer:

- Has experience in keeping records of financial activity, including documentation using accepted accounting principles.
- Has experience sufficient to understand the operation of a non-profit organization.

Skills Required:

Detail-oriented

One to three years accounting experience preferred

Conscientious

Policy approved: _____ Executive Director: _____ Executive Board President _____
Date and Initials for revisions _____