

APLD Treasurer Job Description

Position Term: 2 years

1. Receive and review monthly financial statements and compare to budget. Obtain details on line items where the budget and actual figures are in disparity.
2. Present financial position of the organization at all Board meetings.
3. Consult with Executive Director and/or Finance Staff on areas of concern.
4. Assist with development of annual budget and approve version for Board review and approval.
5. Review annual Form 990 submitted to IRS.
6. In consultation with Executive Committee, consider requests for changes to approved budget.
7. Attend meetings of Executive Committee.
8. Oversee and make recommended changes to finance policy.