



Job Description September 1, 2023

Position - Treasurer

Manages all the financial affairs for OMA, Center for Mind Body and Spirit (OMA) , including managing assets, liabilities, income, expenses and completion of related legal documents. The treasurer is required to have, or willing to learn knowledge of nonprofit accounting practices, nonprofit tax laws and fiscal record-keeping. The Treasurer should also be knowledgeable about who has access to the organization's funds and any outstanding bills or debts owed.

Reporting - reports directly to the Executive Board of OMA

Term of office - serves a two-year term and then may be reelected.

Specific Responsibilities :

1. Prepares an annual budget to present to the Board of Directors (Board) approval that supports OMA's goals and drives decision making. Treasurer should be prepared to explain and justify the document. Budget should be presented at the first quarterly Board meeting.
2. Regularly monitors and compares the actual revenues and expenses incurred against the budget and keeps the board apprised of key financial events, trends, and concerns.
3. Maintains current, accurate and complete, financial records and information/tax returns.
4. Completes, or ensures the completion of required financial reporting forms (including the IRS Form 990) in a timely manner and makes these forms available for the board's review.
5. Interprets financial concepts and information for clear understanding by board members who do not have financial backgrounds or substantial financial experience.
6. Develops and enforces strong internal controls and financial management policies.

7. Works closely with the President of the Board and the Executive Director to keep current and ensure compliance with regulations related to financial management of a nonprofit organization.
8. Manages OMA's cash flow which includes depositing checks, writing out checks, balancing bank statements and entering all transactions into QuickBooks.
9. Is part of the executive meeting and attends all executive and Board meetings.
10. Maintains a calendar to assure contractors are paid on a regular schedule and important dates and filing deadlines are met, including the deadlines for Tax Forms 990, BCO 10 and BCO 23. If using an accountant, works with the accountant to complete these forms.
11. Works closely with the finance committee and a second executive committee member to assure another executive member is familiar with OMA's overall finance systems, assures accuracy of data entry and reporting, and to have a backup to assure deadlines are met in case the treasurer is ill or is not available for board business unexpectedly.
12. Works closely with the fundraising, grant and any other committee/ project directors dealing with money to assure OMA financial policies and nonprofit regulations are met.

Ideal Candidate

- Five or more years of experience in a treasury role
- Deep understanding of finance and treasury activities, including banking, cash and liquidity management, and capital markets
- Strong systems/technology skill set
- Self-starter mentality
- Availability of a couple hours per week (average)