



NESS Treasurer of the Board of Directors Job Descriptionⁱ

Candidates must feel passionate about the well-being of seniors and people living with disabilities.

Preferences:

- Nonprofit leadership experience
- Experience with fundraising for capital project and leadership during construction of a long-term care facility
- Retired and financially secured; willing to commit necessary time and annual donations to complete our Capital Project
- Willing to teach Board members and Staff

Mission

North End Senior Solutions (NESS) mission is to ensure the safety, comfort, and well-being of seniors and people living with disabilities in Lincoln County Oregon, and to help them fulfill their desire to live independently at home or in a community-based home.

Current Vision Statement

NESS will have an attractive, assessable building to house offices, services, the NESS Club (an adult Day Service) and a 12-bedroom residential care home. NESS will have expanded their volunteer transportation program to operate as a sustainable non-emergency medical transport (NEMT) program. NESS will be recognized by the county and state as a vital niche of care, supplying programs that support seniors and disabled residents living in their homes as long as possible. NESS is growing its capacity to own and operate a residential care and skill-nursing/rehab center, as funding becomes available.

Position

As a partner to the Executive Director (ED) and other board members, the Treasurerⁱⁱ is charged with overseeing the management and reporting of NESS's finances as it transitions its 501(c)(3) organization into a sustainable enterprise. NESS's financial management is directly tied to the Treasurer's responsibilities and will have a strong impact on the public's perception, trust, and assurance in the nonprofit as a whole. The Treasurer has skills such as financial literacy, attention to detail, timeliness in completing tasks, clear and accurate record keeping, and a willingness to train board members on their financial responsibilities.

The Treasurer has a real investment in NESS's Outcomes. The Treasurer is someone who wants to increase the likelihood of aging in place at home or a community-based home, by creating services and programs that make this possible, especially in the aftermath of COVID-19. The Treasurer does not have to live on the Oregon Coast to have an investment in outcomes. The outcomes will be models of progressive programs, utilities, and services that are scalable, transferable, and trainable to all of Oregon. —*jmf* paraphrasing Joan Garry, Nonprofit Leadership Lab.

The duties and responsibilities of the Treasurer include:

Financial management and/or oversight.

- Treasurer will oversee the management of the financial affairs of the organization, often including such basic tasks as reconciling bank statements and managing cash flow.
- The Treasurer may also be responsible for investing funds consistent with applicable laws.
- The Treasurer should be knowledgeable about who has access to the organization's funds and any outstanding bills or debts owed.
- The Treasurer should create and maintain systems for ensuring the organization's ongoing solvency and oversee the development of the organization's financial policies. Helpful policies to consider include check signing authority, expense reimbursement, credit card usage, and petty cash policies, if applicable.

Budgets

- The Treasurer will help facilitating the preparation of an annual budget, as well as regularly monitoring and comparing the actual revenues and expenses incurred against such budget.
- The Treasurer understands that the development of a budget must support the NESS's goals and drives the board's decision-making. It is an important part of an organization's success in effecting its mission.
- The Treasurer will explain and justify the budget for review and approval by the board.

Reports

- The Treasurer should have thorough knowledge and understanding of the NESS's financial reports and important financial ratios.
- The Treasurer should keep the board apprised of key financial events, trends, and concerns, and offers personal assessments of the organization's fiscal health.
- The Treasurer is also generally responsible for completing, or ensuring the completion of, required financial reporting forms (including the IRS Form 990) in a timely manner and making these forms available for the board's review.

Financial Liaison

- The Treasurer translates financial concepts and information for board members who do not have financial backgrounds or substantial financial experience.
- The Treasurer learns the particulars of NESS's finances and the applicable laws, which may include laws related to earned income, the unrelated business income tax, appropriate expenditures, and prudent investments.
- The Treasurer facilitates and encourages the board's strategic thinking about the short and long-term financial vitality of the organization in relation to its advancement of the organization's mission.
- NESS may elect to have both a Treasurer and a Director of Finance under which the board member Treasurer operates supplementary to the staff member. In such case, the board Treasurer's duties and responsibilities may be more focused on broader policies and oversight. At this time, NESS has not designated a Finance Director in its bylaws, therefore the Treasurer will be considered the Director of Finance by operation of law.

- Ultimately, while financial management is the primary focus of the Treasurer, the entire board shares the responsibility of financial oversight and accountability.

Tips for Being an Effective Treasurer

- Develop and enforce strong internal controls and financial management policies
- Ensure accurate and complete financial reporting and proper maintenance of financial records and information/tax returns
- Regularly assess risks and whether and how such risks should be mitigated
- Keep a calendar of filing requirements and deadlines and have clear assignments (with backups) to help ensure they are all met in a timely manner
- Have the organization's financials audited whenever required or advisable

Board terms

NESS's Board Treasurer (and board members) will serve a three-year term to be eligible for re-appointment for one additional term. Board meetings will be held quarterly and committee meetings will be held in coordination with full board meetings. Service on NESS's board of directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to board members' duties.

Qualifications

This is an extraordinary opportunity for an individual who is passionate about the success of NESS's beneficiaries and who has a record of accomplishment of board leadership. The selected Treasurer will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. This successful candidate's accomplishments and networks will attract other well-qualified, high-performing individuals to join NESS's board.

Ideal candidates will have the following qualifications:

- Demonstrated success as a nonprofit board member
- A commitment to and understanding of NESS's beneficiaries and mission
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Excellent writing and oral communication skills
- Personal qualities of integrity, credibility, and a passion for improving the lives of NESS's beneficiaries.

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ⁱⁱ <http://nonprofitlawblog.com/treasurer-duties/>