

City of Fairfax Band Association, Inc.

Financial Position Descriptions

Treasurer

The Treasurer has charge and custody of and is responsible for all funds and securities of the Association. He/she will receive and give receipts for moneys due and payable to the Association from any source whatsoever. He/she will deposit all such moneys in the name of the Corporation in such banks, trust companies or other depositories. He/she is responsible for overseeing financial operations, managing cash, and ensuring that controls are in place to prevent fraud, embezzlement or other malfeasance. Specific duties are as follows:

1. Finance Committee: Chair the Finance Committee with the following responsibilities:
 - a. Creates, approves, updates, and monitors the implementation of sound risk management policies and procedures to ensure that the assets of the organization are protected.
 - b. Establishes the annual budget and presents it to the Board of Directors for approval.
 - c. Develops long-range financial goals with funding strategies and multi- year operating budgets that integrate strategic plan objectives and initiatives.
 - d. Develops useful and readable financial report formats with staff.
 - e. Reviews and discusses implications of monthly financial activity with staff and presents financial reports at board meetings.
 - f. Reviews investment portfolio and monitors implementation of investment policy.
 - g. Recommends retention of outside auditor and responsible for response to auditor's management letter and annual audit presentation to board.
 - h. Other duties as assigned by Board Chairperson and Executive Committee.
3. Bookkeeper: Oversee and provide direction to the Bookkeeper in the execution of that person's duties.
4. Cash management: Maintain sufficient balances in the checking accounts to cover all checks or debits. Earn reasonable interest on excess funds that are not needed in the short term to cover checks and debits. Keep the total balance in each bank below the FDIC insured limit.
5. Approve and sign checks: Review and approve every bill or check request. Sign or ensure an authorized individual signs all checks and approves all electronic expenditures.
6. Chart of Accounts: Control the Chart of Accounts to satisfy the needs of the Board of Directors, Program Managers, Committee heads and ensemble leaders.
7. Reports: Provide financial reports as necessary to Program Managers, Committee heads and ensemble leaders. Provide financial input for grant requests.