

**Rocky Mountain Cable Association
Board of Directors
Treasurer Description**

DESCRIPTION

The Treasurer is a board officer position that provides financial management and oversight, budgeting and related reporting for all financial affairs of the organization in collaboration with the accountant and operations team.

All Board positions are a 2-year commitment. Includes monthly board meetings, monthly officer meetings, and an estimated 0-4 hours per week for the responsibilities below. Board members are expected to participate in events whenever possible (approximately 1-2 times per month).

Board members are expected to have career experience in the Media + Technology sectors. The Treasurer should have proficient computer skills, including Microsoft Office, strong verbal and written communication skills, high degree of attention to detail, financial management experience and skills.

KEY RESPONSIBILITIES

- Oversee financial policies of the organization.
- Work with accountant to maintain the accounting and other financial records.
- Collaborate with Board Officers to implement the annual budget and strategic plan.
- Monitor all bank accounts and write and approve checks in timely fashion.
- Consolidates the budget data from each functional area and provides monthly financial reports to officers prior to monthly Board meetings and presents at the board meetings.
- Keep board members informed as to the Organization' financial status and trends on a regular basis.
- Assist Officers on spending decisions.
- Plan monitor and work with the Officers to assure that adequate resources are available to fund programs.
- Responsible for providing annual financial reporting, budget and financial summary for annual meeting.
- Participate in committee meetings and conference calls, as necessary.
- Responsible for investing funds as appropriate.
- Collaborate with accountant and operations team on keeping a calendar of filing requirements and deadlines (taxes, Secretary of State filings etc).
- Other duties as needed.