

Position Description

The Matzevah Foundation

Title: Treasurer

Creation Date: 2/15/16

Position Objective:

Oversee the financial administration of the organization, review procedures and financial reporting, and advise the board on financial strategy.

Accountabilities:

- Keep up-to-date records as well as an audit trail for all transactions
- Protect the organization against fraud and theft, ensuring safe custody of money, and prompt banking
- Make sure the board understands its financial obligations
- Make sure the organization complies with tax regulations
- Review all internal processes and reporting methods at least annually

Relationship to Others:

- Works with the TMF Board of Directors
- Works with TMF Volunteers in care of their funds
- Works with CPA on tax payments and tax filings
- Works with staff on daily operations and annual reports