

Dominican Development Group (DDG)

Job Description

TREASURER

Job Title: Dominican Development Group TREASURER.

Summary: The TREASURER shall oversee the financial affairs of the DDG and report to the Board on the financial health of the Organization.

Responsibilities:

The TREASURER shall be responsible for:

- Chairing the Finance Committee.
- Conduct an annual financial review.
- Assuring compliance with standard non-profit accounting practices.
- Assuring the conduct of a DDG financial outside audit every five (5) years.
- Ensuring proper custodianship of all funds and securities of the DDG with the Executive Director. *(Article IV, Section 5 – The Treasurer, DDG Bylaws, October 18, 2012)*
- Assuring that financial records of the DDG are kept and reported at each regular meeting of the Board. *(Article IV, Section 5 – The Treasurer, DDG Bylaws, October 18, 2012)*
- Approving the deposit of all monies of the DDG in banks selected and designated by the Board. *(Article IV, Section 5 – The Treasurer, DDG Bylaws, October 18, 2012 (Note: In the Bylaws , but the Bylaws may need to be changed since it does not seem to be feasible for a Board member to do this))*
- Preparing and filing financial reports required by all Government agencies. *(Article IV, Section 5 – The Treasurer, DDG Bylaws, October 18, 2012 (Note: This may not be possible for the Treasurer, may currently be done by the Executive Director – not sure))*
- Being actively involved in a faith based community where they make their home.

The TREASURER shall support the EXECUTIVE DIRECTOR as follows:

- Developing an annual budget for the DDG.
- Managing the implementation of the DDG budget.

Authorities: The TREASURER shall have the authority to:

- Conduct the annual review of DDG finances.
- Select an outside auditor to conduct the five (5) year periodic audit of the DDG finances subject to review by the Executive Committee.

Three Issues to resolve:

1. I don't think the Treasurer can approve the deposit of all monies of the DDG in banks selected and designated by the Board.
2. The Treasures may not be able to file all Government required reports – not sure.
3. To my knowledge there is no bonding of the Executive Director, the future Administrator or the exec Committee (i.e. those who have authority to touch DDG money). If this need to be in the job descriptions I need to know where to put it

No comments from Ed M.