



# Position Description

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## *Treasurer*

### **Organization**

Albuquerque Pride, Incorporated. In 1976 the lesbian, gay, bisexual, transgender, intersex, and queer/questioning community held the first LGBTIQ march. After many years of marches and parades, Albuquerque Pride, Inc. became a non-profit organization in 1996 and created the first PrideFest celebration. Our mission is to strengthen and affirm the lesbian, gay, bisexual, transgender, intersex, and queer/questioning community by offering education, outreach and advocacy through production of quality events.

### **Position**

This is an executive board position for a two year term and can be elected for consecutive terms. The election for treasurer is held in August of even numbered years. Position Elect is mentored by the current treasurer starting September first of the election year until they officially take the position on January 1st of the following year. This position manages the director development. This position will resume the responsibilities of this position if it becomes vacant. Position takes an average of 3-4 hours a week.

Reporting to the executive board and the board of directors, the treasurer will define the process and implement the infrastructure/systems needed to support substantial growth over the next five to 10 years. They will continue to build and manage effective and streamlined administrative/financial systems, including financial, accounting, legal, information technology (IT), human resources (HR), and physical infrastructure.

As a member of the executive board, the treasurer will be involved in strategic planning, evaluation, and professional development initiatives, as well as planning for Albuquerque Pride's expansion of community initiatives.

### **Responsibilities**

#### **Financial Management**

- Care for, maintain custody of and be responsible for all funds and securities of the organization.
- Deposit all such funds in the name of the organization in such bank or banks, trust company or trust companies, safe deposit vaults or other investment depositories or institutions as the board members may designate.
- Pay all checks, drafts, warrants and orders for payment of money requested by executive officers, subject to discretionary review by the president of the board of directors.



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- Exhibit, upon written request by any board member, at all reasonable times and to the extent permitted by law, the treasurer's books and accounts of the organization.
- Keep at the office of the organization correct books of account of all its business transactions and such other books of account as the board members may require.
- Review and approve preparation and finalization of monthly and annual financial reporting materials and metrics for Albuquerque Pride's board of directors.
- Oversee budgeting, financial forecasting, and cash flow for administration, existing programs, and proposed new sites.
- Work with the tax accountant to produce and file all annual tax reports.
- Coordinate all audit activities.

## **Administrative Leadership and Management**

- Attend all board meetings in accordance with Albuquerque Pride's by-laws. Attendance is important to our success.
- Serve as the chair of any committee formed by this position.
- Provide a committee progress report to the board of directors.
- If there is not a governance committee, will work directly with the board of directors to recruit new board members.
- Organize financial, budgeting, and administrative processes—including HR, payroll, and benefits functions—with an eye to continuously developing and improving systems.
- Maintain knowledge of the organization and personal commitment to its goals and objectives.
- Understand financial accounting for nonprofit organizations.
- Work with the president to ensure that appropriate financial reports are made available to the board on a timely basis.
- Present the annual budget to the board for approval.
- Review any audits and answer board members' questions about the audits.
- Give direction to the Bookkeeper.
- Perform all duties pertaining to the office of treasurer.

## **Qualifications**

- The treasurer should have at least five years of professional experience, including managing the finance and administration of a growing organization (preference given to nonprofit experience). They will have experience creating and driving the analytic framework for planning and managing organizational change.
- Excellent people skills, with experience collaborating in a multi-disciplinary, diverse, and dynamic team.
- Demonstrated experience in financial management and accounting, ideally in the nonprofit sector.
- Experience should include legal, audit, compliance, budget, and resource development.
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems.
- Proven effectiveness leading professionals in finance and accounting.
- Technologically savvy, with an ability to point to examples of having worked with IT staff to



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develop and implement new processes and systems that increased efficiency in a fast-moving environment.

- Flexible and a self-starter; able to multi-task while also being highly detail-oriented.
- Personal qualities of integrity, credibility, and a commitment to Albuquerque Pride's mission.
- Passionate about Albuquerque Pride's mission and able to promote and communicate the philosophy, mission and values of Albuquerque Pride to external and internal stakeholders.