



POSITION DESCRIPTION FOR THE OFFICE OF TREASURER

Overview

The Treasurer shall assure safe custody of CGFNS International's funds and security, and shall see that full and accurate accounts are kept of receipts and disbursements. The Treasurer provides general supervision over all financial affairs. He/She represents the financial interests of the Board of Trustees and ensures the financial viability of CGFNS International and its programs.

Specific Duties

- Works with the Chief Executive Officer and staff financial officer to prepare the budget and approve its submission to the Executive Committee and the full Board
- Keeps Officers and the Board of Trustees informed about the financial conditions of CGFNS International by attending Board of Trustees, Executive Committee and business meetings, and reporting the financial status of CGFNS International in a consistent manner
- Monitors fiscal policy, disbursements and budget status, and sees that the programs and policies established by the Board have adequate financial allocation to achieve their objective