Volunteer Job Title: DOVIA Sacramento Treasurer

Reports To: DOVIA Sacramento Board Chair

Purpose: To manage DOVIA Sacramento’s financial systems.

Term: One year, renewable for a total of two consecutive years.

Appointed By: Nominating Committee

Job Description

**ROLES AND RESPONSIBILITIES**

1. Develops and oversees DOVIA Sacramento annual budget.
2. Prepares and presents reports.
   - Treasurer’s reports to the Board
   - Financial statement for each event
   - Submits DOVIA Sacramento self-incorporation reports in partnership with Chair and professional accountant.
3. Maintains accurate and current financial records.
   - Income and expenses
   - Organization checking/saving
   - Digital accounts
   - Contract negotiation and pricing
   - Membership finances including dues notices, invoices, and collections in partnership with Membership Chair
4. Serves as a co-signer on organization financial accounts.
5. Supports overall mission and activities of DOVIA Sacramento.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

A minimum of one year of service on DOVIA Sacramento Board.
A minimum of two years as a DOVIA Sacramento member.
Strong digital literacy in financial management, database management, project management, website, and social media communications systems/software.

**PREFERRED SKILLS**

Working knowledge of association management software such as Wild Apricot.
Working knowledge of financial management software such as QuickBooks.
Familiarity with nonprofit and voluntary organizations in the Sacramento/Sierra Region.
Strong written and oral communication skills.

**ADDITIONAL NOTES**

Approved By: Joan Cardellino, Board Chair  Date: 10/1/2020

Last Updated By: Valerie Sanders, Treasurer  Date: 10/1/2020

Previous version: 1/2013