



About the Position

Overall responsibilities of the treasurer and other Board officers are outlined in the current *Bylaws*:

Article 7, Section 4. Treasurer: The Treasurer shall oversee the collection of all monies and contributions belonging to the Library and deposit such in banks or financial institutions as the Board of Directors designate. The Treasurer shall keep a record of all financial transactions and have them available when called for and shall have custody of all financial records, papers and books of the Library. The Treasurer shall oversee the preparation of the annual financial report, all tax returns and corporate reports as required by government agencies. (VGPL Bylaws, approved 17-Apr-2018)

The Treasurer works closely with the VGPL volunteer bookkeeper.

Relevant Policies and Procedures

The Treasurer shall be familiar with the following policies; current versions are available on the VGPL website.

- Fiscal Management Policies - 21 Mar 2017
- Compensation and Benefits Policy - 20 Nov 2018
- Document Retention and Destruction Policy - 17 Apr 2018
- Maintenance and Disposal of Assets Policy – 16 Feb 2016
- Conflict of Interest Policy – 16 Feb 2016
- Employment Practice Policy - 19 Apr 2016
- Federal and State Labor Laws and Regulations Compliance - 20 Feb 2018
- Grievance Policy - 15 Nov 2016

The Treasurer is responsible for developing and maintaining business procedures related to financial activities according to VGPL standards.

Key Job Responsibilities:

1. **Monthly Financial Reporting.** The Treasurer's primary function is to provide monthly financial statements to the Board of Directors for their review and approval. The statements include: account balances, the status of grants and other restricted funds, and a budget report.
2. **Executive Committee.** The Treasurer is a standing member of the VGPL Executive Committee.
3. **Finance Committee.** The Treasurer conducts and reports on a monthly (or as deemed necessary) Finance Committee Meeting.
4. **Other Committees.** The Treasurer may participate in other promotional or operational committees as interest and time permit.
5. **Annual Budget.** The Treasurer leads the annual budget development process in collaboration with the Finance Committee and Library Director. The annual budget is submitted to the Board for discussion at the May Board meeting and approval at the June meeting.

6. **Oversight of Bookkeeping Activities.** The Treasurer oversees bookkeeping transactions and knows how and when income/expense items are regularly posted and the processes for doing so. The Treasurer also serves as backup to the volunteer bookkeeper.
7. **Financial Calendar.** The Treasurer tracks financial due dates (e.g., payroll, federal withholding, 990 submission) and ensures that they are met.
8. **Fundraising Support.** The Treasurer supports all VGPL fundraisers, tallying receipts, identifying and scheduling cashiers, obtaining cash advances for sales and ensuring financial reconciliation at the end. In addition, the Treasurer participates in solicitation of local businesses for financial support as a Business Partner or a Summer Fling auction donor.
9. **Tax Reporting.** The Treasurer works with the accounting firm that prepares VGPL tax documents and, along with the Bookkeeper, provides the necessary data for tax documentation entries.
10. **Policy and Procedures.** The Treasurer leads the process for scheduled review of all policies in the financial area and maintains a current set of procedures for financial activities (working with the Bookkeeper and others as needed).
11. **Approvals.** The Treasurer reviews and approves employee timesheets; and reviews and approves reimbursement requests from board members and staff.
12. **Financial Accounts.** The Treasurer oversees the New Mexico Community Fund Sustaining Fund and Operating Reserves accounts, reviewing and reconciling monies.