

## **RAA Treasurer Job Description**

**Position Overview:** The Treasurer of the Alumni Association is responsible for managing the financial affairs of the organization. This role is vital in ensuring the fiscal health of the association, supporting its mission to engage alumni and promote community initiatives.

### **Key Responsibilities:**

1. **Financial Management:**
  - Oversee all financial transactions and maintain accurate financial records.
  - Develop and manage the annual budget, ensuring alignment with the association's goals.
2. **Reporting:**
  - Prepare regular financial reports for the board and stakeholders.
  - Present financial updates at alumni meetings and events.
3. **Fundraising Support:**
  - Collaborate with the fundraising committee to track donations and contributions.
  - Assist in developing financial strategies for fundraising initiatives.
4. **Compliance:**
  - Ensure compliance with all financial regulations and reporting requirements.
  - Work with external auditors during annual audits.
5. **Communication:**
  - Serve as a point of contact for financial inquiries from alumni and stakeholders.
  - Foster transparency by communicating financial information effectively.
6. **Record Keeping:**
  - Maintain accurate records of all financial transactions, receipts, and invoices.
  - Ensure proper documentation for all expenses and income.

### **Qualifications:**

- Strong organizational and analytical skills.
- Experience in finance, accounting, or a related field.
- Proficiency in financial software and tools.
- Excellent communication and interpersonal skills.

### **Commitment:**

- Attend regular meetings and alumni events.
- Contribute approximately [insert hours] per month to fulfill responsibilities.