



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