



## Branch Lutheran Schools of Haiti, Inc.

### Treasurer: Qualifications & Responsibilities

The Treasurer is responsible for overseeing financial operations, maintaining accurate records, managing investments, and ensuring compliance with relevant laws and regulations. This role requires attention to detail, integrity, a strong understanding of financial principles, and prudent investment management. The Treasurer helps ensure Branch Schools' financial health, transparency, and compliance, enabling it to achieve its goals and serve its mission effectively. This role serves on the Executive Committee of the Board of Directors.

#### Key Roles of the Treasurer

- **Financial Management:** Manages the Branch Schools' finances, including budgeting, forecasting, and monitoring cash flow. Ensure that funds are used efficiently and that Branch Schools' remains financially stable.
- **Record Keeping:** Maintains accurate and up-to-date financial records. This includes tracking income, expenses, assets, and liabilities.
- **Reporting:** Prepares financial reports for the board and executive committee. These reports provide a clear picture of Branch Schools' financial status.
- **Banking and Investments:** Manages bank accounts, deposits, withdrawals, and investments, ensuring that funds are safe, accessible, and that investments are made in alignment with Branch Schools' policies and objectives.
- **Investment Oversight:** Oversees Branch Schools' investment portfolio, makes recommendations for potential investments, monitors performance, and develops and ensures compliance with investment policies and risk management strategies.
- **Budget Preparation:** Develops and presents the annual budget, working with other officers, committees, employees or volunteers to estimate income and expenses for the upcoming fiscal year.
- **Compliance:** Ensures compliance with financial regulations, tax laws, and reporting requirements. The Treasurer oversees filings with government agencies, and in the future, audits.
- **Fundraising Oversight:** Monitors fundraising activities, ensuring that all donations are properly accounted for.
- **Advising Leadership:** Advises the board and executive committee on financial matters, risks, opportunities, and investment strategies.

#### Specific Responsibilities

- Serve on the executive committee.
- Prepare and present quarterly and annual financial statements.
- Reconcile bank statements and monitor account balances.
- Authorize payments and manage receipts.
- Manage the organization's investment portfolio, including evaluating options, tracking performance, and ensuring investments align with the group's goals.
- Develop and maintain financial policies and procedures.
- Assist with grant applications and ensure proper tracking of grant funds.
- Ensure timely filing of taxes and other required financial documents.
- Support financial planning and risk management activities.

#### Qualifications

- Active membership in Wisconsin Evangelical Lutheran Synod (WELS) or Evangelical Lutheran Synod (ELS).
- Position on the Board of Directors as a volunteer for a 3-year term.