Job Description: Treasurer

Purpose of Position

- To provide oversight of the finances for all Chapter entities (Chapter, Groups, Activity Sections, ICOs and PACs).
- To communicate and promote adherence to all Sierra Club policies and procedures that relate to grants, investments, tax issues, insurance, contracts, legal services, contract employees, hiring staff, and political regulatory compliance.
- To communicate changes in financial policies and procedures to volunteers and staff.
- To serve as the liaison between the Chapter and its entities and the Finance Department regarding all financial matters.

Responsibilities

- Complete and submit the following year-end financial reports: Consolidated, Chapter-only, Group, Activity Section, ICO, and PAC, as necessary. Ensure that revenues and expenses for the Chapter and its entities are organized in the format defined by the Finance Department.
- Immediately inform the Club’s General Counsel of any threatened litigation involving the Club or any known issues related to trademark or copyright law. (This is the responsibility of all chapter leaders including the treasurer.)
- Report the Chapter’s financial status to the Executive Committee at least quarterly. Ensure that financial decisions are recorded accurately in meeting minutes and financial data are available for review. Enable a review of the year-end reports for the Chapter and its entities. Submit the results of the review to the Executive Committee for approval.
- Ensure all bank accounts are titled as “Sierra Club (chapter), (entity)” where ‘entity’ is the subsidiary name and use the Sierra Club tax identification number 94-1153307. Maintain an up-to-date list of all entity account locations and signers. Separate accounts should be kept as the ExCom directs or as prescribed by Club policies or pertinent laws.
- Segregate [501(c)(4)] funds, Political Action Committee (PAC) funds, and outings funds for outings that charge more than $50/person into separate bank accounts. Forward tax-deductible [501(c)(3)] donations directly to the Sierra Club Foundation for deposit into account(s) for the Chapter or Groups. Do not accept estate gifts (checks, securities, real property, etc.). Promptly report all contacts from attorneys, executors, trustees, etc. regarding deferred gifts to the Department of Advancement (see contact below). Do not sign any associated legal documents on behalf of Sierra Club or the Sierra Club Foundation.
- Review invoices and other payment requests for accuracy, obtain approval for payment, and pay invoices promptly. Deposit receipts promptly and reconcile bank statements monthly. Ensure that Foundation grants and restricted funds are spent in accordance with donor restrictions and that all expenditures are documented adequately. Manage cash flow to avoid becoming delinquent in paying financial obligations. Transfer excess funds from checking to savings, if financially beneficial. Avoid committing to indebtedness greater than the unencumbered cash balances.
- Prepare an annual budget and regularly compare financial transactions to the approved budget. The Treasurer may work with the ExCom in developing the budget, or give the outgoing ExCom a report of receipts and expenditures for the concluding fiscal year and anticipated receipts for the upcoming fiscal year. With this information, a budget of expected major expenditures may be drawn up by the incoming ExCom at its first meeting. Budgets should be designed to build and maintain a minimum cash reserve equivalent to at least six months of operating expenses. Immediately report to the ExCom significant or anticipated deviations from the budget.
- Oversee the financial records of each of the Chapter’s entities. Ensure that entities record their income and expenses in accordance with national guidelines. Ensure that all treasurers are aware of the scope of their responsibilities.
- Obtain business licenses, sales or resale tax permits, and postal permits as needed. Ensure that items with tax implications, other regulatory compliance, or legal matters are properly handled. Pay sales tax and personal property tax as required by the state and/or city.
Advise the chapter ExCom regarding those contracts that must be reviewed and approved by the Finance Department prior to signing. These include, but are not limited to, contracts that last more than one year or are over $20,000, fundraising or services contracts, independent contractor agreements, lawyers, services to governments, or use of Club name or logo. Inform the Finance Department when an individual or unincorporated company is paid $600 or more in a calendar year so that the Finance Department will issue an IRS-1099 form.

Before leaving the office of treasurer, pay all current bills, reconcile bank accounts, and present the new treasurer with a balanced account ledger and the complete and current records. Also, help to ensure your successor has the necessary training to make the transition as easy as possible.

For Audit purposes, maintain records for 10 years in both printouts and digital (CD) formats:

- General accounting records, including an account ledger or computer file printout of all financial transactions of the entity(s) are recorded with the correct balance of all accounts.
- Accounts payable records, including invoices, check stubs and receipts, which should provide a complete and accurate record of all expenditures including the nature of payment or purchase, the account to be charged, indication that it was posted, and notation of its cancellation and return by the bank.
- Banking records, including canceled checks, deposit slips, reconciled bank statements.
- Budgets, financial reports, financial correspondence, contracts and ExCom actions.
- A list of contributions, recorded by donors' names, and restrictions, if any.
- A list of all grants received, and grants to other entities from the chapter’s Foundation account(s), their purpose and restrictions.

Treasurers are also encouraged to consult the Treasurer Training Manual, and Executive Summary Timeline aka Year in the Life of a Treasurer available on the Finance Home page in Clubhouse (http://clubhouse.sierraclub.org/administration/finance/; user: clubhouse; password: explore).

Key Contacts

**Department of Finance:**
Lou Barnes, (415) 977-5672 (Support to treasurers regarding finances, business strategies and business legal)
Adrienne Frazier, (415) 977-5569 (Support to treasurers regarding administration, regulatory compliance issues, chapter financial statements, instructional materials and forms as well as contract and insurance issues)
Barbara Harms (415) 977-5502 (Chapter funding allocation and payroll)

**Conservation Finance, Operations, and Compliance:**
Chapter Funding, (415) 977-5580 (Chapter and Group Educational Project; training and compliance materials for 501(c)(3) projects, 501(c)(3) funds, reimbursement requests for Foundation Chapter and Group funds)
Brittany Shampeny (415) 977-5722 (Chapter staff program reports)

**Advancement**
Arianne Ransom-Hodges, (415) 977-5530 (Grant proposals, report writing and Sierra Club Foundation processing of proposals)
Guillermo Condeso, (415) 977-5740 (Planned Giving, bequests)

**Office of General Counsel:**
Laura Hoehn (406) 582-8365, extension 2 (potential or threatened litigation involving Sierra Club, also trademark or copyright issues)