

# The Adolescent & Young Adult Cancer Coalition | Treasurer

## Position Description

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### **JOB SUMMARY:**

The AYACC Treasurer oversees the financial health of an organization, which includes presenting financial reports to the board.

### **TERM:**

This position is an Officer position. The term of the Treasurer is a three-year term.

### **RESPONSIBILITIES:**

- Monitor the organization's current and future financial health and provide regular updates and recommendations to the board.
- Review operating budgets and make changes when necessary
- Define and follow statutory and regulatory financial deadlines and responsibilities
- Assure accurate financial records are kept and periodic independent audits of the Coalition's finances are performed
- Ensure adherence to the organization's financial policies and procedures
- Align financial goals with the organization's mission
- Identify and manage risk