

PDD - 004 : Treasurer

5-Feb-20

Position Description:

The INCOSE Treasurer is an elected, Officer Position with a two-year term of office and functions as the Chief Financial Officer (CFO) organization wide. The Treasurer serves as a member of the Executive Committee (ExCom) and a voting member of the INCOSE Board of Directors (BoD). As the CFO for the organization, the Treasurer provides overall supervision and coordination of the financial and accounting functions of INCOSE, directly supervising Administrative and Bookkeeping staff.

The Treasurer ensures that sound decisions are made in expending funds, in accordance with strategic directions and plans of the organization, and based on a sound business case.

Responsibilities:

- Chair the Board's Budget and Planning Committee; makes presentations at Board meetings; serves on Board Committees as requested by the BoD.
- Advises BoD on financial management practices and regulations and provides timely reports and information to key stakeholders as necessary
- Manages creation of the INCOSE Long Range plan and Annual Operating Plan (AOP), in cooperation with Administrative staff, Board Directors, and Budget Owners.
- Ensures effective systems for budget monitoring and internal financial management are in place.
- Ensures Administrative staff, Bookkeeper and outside accountant prepare and file yearly audit and tax reports in a timely manner.
- Ensures audit compliance.
- Directs financial planning and manages investments
- Participates in all BoD and ExCom meetings.

Authority:

- Officer of the Corporation
- Member of the Executive Committee
- Member of the Budget and Planning Committee
- Member of the Policy Management Committee
- Voting Member of the BoD
- Financial Signature Authority is as defined in FIN - 100
- See INCOSE Policies, Procedures and Templates RACIs for Accountabilities and Responsibilities for INCOSE Policies, Procedures and Templates.

Administrative Staff Functions, supervised by Treasurer :

- Maintain records of all financial transactions
- Maintain and report current financial status of the corporation to Treasurer
- Receive and deposit all monies and other valuables belonging to the corporation in the name and to the credit of the corporation
- Disburse INCOSE monies and other valuables as authorized by the Board of Directors
- Prepare, coordinate and maintain the INCOSE Annual Operating Budget, with the support of the Planning & Budgeting Committee
- Prepare and deliver a complete financial statement to the Treasurer for delivery to BOD on a quarterly basis

Accountability:

- As stipulated in the INCOSE Bylaws, ADM - 101 and BOD - 100.
- Compliance with directives on conflict of interest and all policies and procedures of the organization.

Required Skills:

- Significant experience with financial management of an organizational entity.

Level of Effort:

450 - 630 hours/year (25% - 35% Full Time Equivalent)

Note: INCOSE is an International Organization. Link calls often take place outside normal working hours to accommodate time zone differences.