



WSC PCA JOB SUMMARY

TREASURER

Treasurer Job Summary:

The Treasurer of the Washington State Council Painting Contractors Association plays a critical role in the financial management and stewardship of the organization. This is a volunteer position responsible for overseeing the fiscal affairs, funds, and securities of the corporation, in accordance with the organization's bylaws and directives from the Board.

Term of Service:

The Treasurer will be elected annually by the Board at the organization's annual meeting, in alignment with the provisions outlined in the organization's bylaws. The term of service is subject to the specified duration or until a successor is duly elected. As a volunteer position, the Treasurer is expected to fulfill their responsibilities for the designated term and may be eligible for re-election in accordance with the established election process.

Key Responsibilities:

Financial Oversight:

Provide financial leadership and guidance to the Board of Directors.
Safeguard the financial integrity of the organization.

Funds and Securities Management:

Have charge and custody of all funds and securities of the corporation.
Receive and issue receipts for all funds due and payable to the corporation from any source.
Deposit funds in the name of the corporation in banks, trust companies, or other depositories selected in accordance with the organization's bylaws.

Financial Record Keeping:

Maintain accurate and up-to-date financial records in collaboration with the organization's bookkeeper.
Provide regular financial reports to the Board and relevant stakeholders.

Compliance:

Ensure compliance with financial regulations, reporting requirements, and tax obligations.
Work with external auditors or accountants as necessary.

Collaboration with President and Board:

Collaborate with the President and other Board members to align financial strategies with organizational goals.
Perform duties assigned by the President or the Board in addition to those inherent to the office of Treasurer.

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Qualifications:

Financial Expertise:

Knowledge and experience in financial management, accounting, or related fields.
Familiarity with nonprofit financial practices is advantageous.

Communication Skills:

Strong communication skills, both verbal and written.

Detail-Oriented:

Attention to detail and accuracy in financial record-keeping and reporting.

Collaboration:

Ability to work collaboratively with the Board and other stakeholders.

Integrity:

Demonstrate a high level of integrity and ethical conduct.