



Project Street Outreach (PSO), Inc.

Treasurer Job Description

PSO, Inc. is a grassroots, non-profit organization that services veterans and active-duty service members and their immediate family members in crisis. The goal is to assist to eradicate homelessness and hunger in America, one city at a time, especially among our veterans by keeping our boots on the ground.

This position is **non-paying** and serves on the Board of Directors. The Treasurer must be committed, loyal, and dedicated to the organization – mission and vision. Duties are crucial to the smooth functioning of the organization by reviewing all financial documents in a timely manner and providing any inconsistencies to the Board of Directors.

Duties:

- Attends all board members called by the Executive Director and/or Chairperson.
- Understands the financial accounting for the non-profit organization. Serves as the chair of the Finance Committee.
- Oversees the Finance Committee, the board's review of and action related to the board's financial responsibilities.
- Works with the Executive Director and Chairperson to ensure that proper and appropriate financial reports are made available to the Board of Directors at monthly meetings.
- Presents the annual budget for approval of the Board of Directors.
- Reviews the annual audit and answers all Board of Directors questions pertaining to the audit.

Required Skills:

Accounting skills are crucial as well as investment skills to manage and grow the organization's funds. Should be an organizational leader to prepare the Board of Directors for success.