



## Sherwood Charter School Board - Treasurer

### About the Role

As the school board treasurer you'll be responsible for providing guidance and insight into the financial aspects of the school. You won't be alone in this role; you'll have the support of a certified public accountant who manages the day-to-day financial operations, as well as the principal, who helps define the budget.

### About You

- Basic understanding of finance (a plus if you understand business finance)
- Able to dedicate 1-3 hours a month to review and approve financial statements

### What You'll Do

- Monthly responsibilities
  - Review bank statements (30-45m)
  - Approve expenses / bills (5m)
  - Present brief budget update at board meeting (5-15m)
  - Participate in monthly board meetings (1-2h)
- Annual responsibilities
  - Review annual financial audit with accounting firm (30m-1h)
  - Provide feedback on the annual budget prepared by CPA and School Principal (1h)
  - Board training (2h)
  - Policy review (2h)
  - Executive review (2-3h)
- As-Needed responsibilities

- Hold budget/finance sub committee meetings ( budget review, investing, salaries, financial planning)
- Attend executive (non-public) sessions

Interested in applying or have more questions about the role? Please email [scsboard@sherwoodcharterschool.org](mailto:scsboard@sherwoodcharterschool.org)