

# Olmsted Society of Riverside

## Executive Board Treasurer

### Job Description

#### Overview

The Olmsted Society of Riverside (Society) is a non-profit volunteer organization founded in 1968. In 1868, landscape architect Frederick Law Olmsted and his partner, Calvert Vaux, were commissioned to plan a unique community just west of Chicago, Illinois. The result was Riverside, a beautiful community along the Des Plaines River, complete with curving lanes, abundant greenery, and gas streetlights. The Society greatly appreciates the willingness of its members to serve in various capacities and whose volunteer spirit makes the Society what it is today.

#### Mission statement

The Olmsted Society of Riverside is dedicated to sustaining Olmsted's vision for Riverside for generations to come. Its members are guided by his concern for humanity, nature, sense of community and the innovative and thoughtful essence of his work. The Olmsted Society invites residents and visitors to join us in learning, protecting the environment, and preserving our cultural and physical heritage.

#### Treasurer Position, Term and Responsibilities

The Society Treasurer is an elected position for a term of one year, with the ability to stay in the position for up to 3 years. The Treasurer shall be responsible for all the Society funds and shall keep in books belonging to the Society full and accurate accounts of all receipts and disbursements; he or she shall be responsible for all monies, securities and other valuable effects in the name of the Society in such depositories as may be designated for the purpose by the Board. The Treasurer shall be responsible for disbursing the funds of the Society as may be ordered by the Board, taking proper vouchers for such disbursements, and shall tender to the Board at its regular board meetings, a summary account of all transactions as Treasurer occurring since the last meeting of the Board.

#### Board Meetings

The Society Treasurer shall present relevant and financial reporting matters at the Society's no less than nine (9) meetings in each calendar year, each meeting shall be held in a different month.

## Olmsted Society of Riverside (Society)

### Major Responsibilities of the Treasurer

- Is a member of the Board of Directors, in good standing.
- Understand the policies, procedures and By-Laws of the Society.
- At board meetings provide support and promote active discussion of topics through a collegial and constructive exchange of ideas.
- Addresses relevant accounting-related issues and questions raised by the Society President, Board of Directors and Committee Chairs.
- Oversee the primary relationship with any accounting service providers, vendor accounting departments and bank personnel.
- Reviews monthly financial statements including the evaluation of significant fluctuations from comparable prior period and budget for further investigation prior to distribution of the financial statements to the Board of Directors.
- Reviews monthly bank documents and reconciles the banking account(s).
- Presents relevant accounting and financial reporting matters at the Society Board of Directors nine (9) meetings.
- Approves certain disbursements, e.g., checks payable to Committee Chairs.
- Is the primary point person for the Society's insurance program, as well as preparing allocation of insurance costs for the Society. Reviews annual insurance renewals and reports to the Board of Directors.
- In September, schedule a meeting with the Society executive board to begin preparation of the annual budget, including input and coordination from the committee chairs.
- At the October Board meeting, present a draft of the following year annual budget for review and questions in preparation for presentation and vote at the November Board meeting.
- Prepares allocation of the monthly budget and comparisons of actual results of operational costs.
- Evaluates the Society's compliance with the requirements to maintain tax-exempt status, under Section 501(c)(3) of the Internal Revenue Code for both state and federal status.
- Coordinates the preparation of the annual Form 990 filing. Reviews, signs and files the Form 990 for both state and federal filings to maintain sales tax exempt status.
- Prepares a one-page summary of financial information for inclusion in the Society Annual Meeting Power Point. May be asked to present a financial status summary at the Annual Meeting.

- If the Board of Directors opts not to have an audit performed of financial statements by an independent auditor, initiates the annual independent review of the Society's financial books and records by a qualified Society member. Evaluates the findings of the independent review of the Society financial books and records, and reports to the Board of Directors, the findings.
- On an annual basis, reviews and updates as necessary the accounting procedures, making sure they are current with any new accounting guidance issued by accounting standard-setting organizations applicable to not-for-profit organizations.
- Recording and storage of historical and financial records.

January 2025



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SOCIETY of  
RIVERSIDE

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