

MHA Board Treasurer Job Description

Mission

Mental Health America of Wisconsin is dedicated to improving the mental health of all individuals through advocacy, education, and service.

Position

As a partner to the Chief Executive Officer (CEO) and fellow board members, the Board Treasurer provides financial leadership and guidance to Mental Health America of Wisconsin, an affiliate of the nation's leading community-based mental health nonprofit. The Treasurer plays a key role in sustaining financial health and accountability of the organization while contributing to its strategic direction.

Duties and Responsibilities of the Treasurer

1. Acts as the lead board director responsible for financial management, oversight, and stewardship of the organization's assets.
2. Maintains a collaborative working relationship with other board officers, including the Chair, Vice Chair, and Secretary, and works closely with the Fund Development committee to align fundraising strategies.
3. Collaborates closely with the CEO and the organization's third-party contracted accounting firm to provide high-level financial oversight and guidance. This includes monitoring cash flow, tracking outstanding liabilities, and supporting the organization's financial health and long-term solvency. The Treasurer plays a key role in developing and implementing internal controls and financial safeguards to mitigate risk and prevent mismanagement. The Treasurer is part of a multi-step review process:
 - The CEO and senior leadership team, in partnership with the accounting firm, review monthly cost reports prior to submission to funders.
 - After all reports are submitted, financial statements, general ledger, and board financial reports are sent to the Treasurer for review and sign-off, establishing a secondary level of financial accountability.
 - These materials are then reviewed by the Finance Committee, providing a third layer of oversight to ensure transparency and fiscal integrity.
4. Leads the development and recommendation of financial policies, including those related to fund access, check-signing authority, expense reimbursements, credit card usage, and petty cash handling, and ensures board approval of such policies.
5. Participates, along with other board members, in the organization's audit process, including the review of financial statements and audit findings and presenting results to the full board.
6. Serves as Chair or active leader of the Finance Committee and helps identify and recommend qualified committee members. While committee chairing is encouraged, alternative leadership structures from the Board may be considered in consultation with the Board Chair.
7. Supports leadership development and planning by contributing to succession planning efforts for the Treasurer role. The Executive Committee or Governance Committee will play a lead role in identifying and preparing future candidates for the position, in consultation with the current Treasurer.