

**Ace Monster Toys**  
**d.b.a. Ace Makerspace**  
6050 Lowell Street, Ste. 214  
Oakland, CA 94608  
acemakerspace.org

---



*EIN: 27-3573767*  
*RCT #: CT0268352*  
*SOS/FTB: 3322572*

---

## **Role Description: Assistant Treasurer (Volunteer)**

**Position Title:** Assistant Treasurer (Volunteer)

**Reports to:** Treasurer

**Term:** As mutually agreed upon

**Status:** Volunteer, Non-voting

### **Purpose:**

To support the Treasurer and Board of Directors by assisting with financial recordkeeping, reviews, and reporting duties. This role is advisory and administrative only, and does **not** include authority to initiate, approve, or conduct financial transactions.

### **Key Responsibilities:**

- Assist with preparing monthly, quarterly, and annual financial reports for internal and external stakeholders.
- Review transaction records and ensure consistency with budgets or internal controls.
- Attend board and finance advisory committee meetings as needed to provide reporting support.
- Maintain confidentiality regarding all financial and organizational matters.

### **Limitations:**

The Assistant Treasurer **does not have authority to:**

- Access bank accounts or online financial systems beyond reporting or view only.
- Initiate or approve payments, transfers, or reimbursements.
- Sign checks or authorize expenditures.
- Enter into contracts or financial agreements on behalf of the organization.

Approved by Ace Makerspace Board of Directors during board meeting held on August 14, 2025.

**Ace Monster Toys**  
**d.b.a. Ace Makerspace**  
6050 Lowell Street, Ste. 214  
Oakland, CA 94608  
acemakerspace.org

---



*EIN: 27-3573767*  
*RCT #: CT0268352*  
*SOS/FTB: 3322572*

### **Oversight & Supervision:**

- The Assistant Treasurer works under the direct supervision of the Treasurer.
- The Treasurer reports to the President or if there is no President then the Chair of the Board acting as CEO.
- In the event the Treasurer is unavailable or unable to fulfill this role, reporting shall defer successively to the President, the Chair, and ultimately the Board.
- All officers, including the Chair, report to the Board.

### **Confidentiality & Ethics:**

- Must sign a confidentiality agreement.
- Expected to follow the organization's ethics and conflict of interest policy.