



SIERRA CLUB

SANTA LUCIA

Volunteer Treasurer Wanted

Sierra Club, Santa Lucia Chapter
Representing Sierra Club members in San Luis Obispo County

Responsibilities:

- Communicate and promote adherence to Sierra Club financial policies and procedures; communicate changes to volunteers and staff
- Serve as the liaison between the Chapter and the Sierra Club Finance Department regarding all financial matters
- Process donations – checks, PayPal, credit card
- Document deposits in Sierra Club accounting system
- Ensure all donors receive a thank you
- Prepare monthly report of account balances for the Chapter Executive Committee
- Work with the Chapter Budget Committee to prepare an annual budget
- Arrange for payment of Chapter expenses by check or through Sierra Club accounting system; document payments
- Coordinate with the National Sierra Club to prepare a year-end financial report

Time Commitment: 2-4 hours per week

Training Available: Our current Treasurer will train the new Treasurer. National Sierra Club also offers training for Chapter Treasurers.

Qualifications:

- Sierra Club member
- Likes working with numbers and reports
- Detail-oriented
- Honest to a fault
- Able to attend monthly Executive Committee meetings – usually the third Monday of every month at 5 pm

References will be requested

Contact: Carole Mintzer, Chair, Santa Lucia Chapter, camintzer@gmail.com