JOB TITLE: Treasurer
CATEGORY: Volunteer
REPORTS TO: Chapter Chair
TIME COMMITMENT: 8-10 hours per month
LAST UPDATED: June 4, 2019

JOB SUMMARY:
You care deeply about Oregon’s environment and wild spaces and are energized by numbers and finance for a good cause. You’re a whiz with quickbooks and keep up with standard accounting practices. You’re someone who embraces a challenge as an opportunity to improve upon the past and make progress for a brighter future. Sound like you?

The Sierra Club Oregon Chapter is looking for a skilled and dedicated volunteer to join our team as Treasurer. This is an excellent opportunity for anyone looking to learn more about nonprofit budgeting and financial management while providing much-needed support to our organization. The Treasurer will work closely with the Board and Executive Director to set the fiscal strategy for the organization while receiving training and support from the National Sierra Club, our bookkeeper, and our outgoing volunteer Treasurer.

DETAILED ESSENTIAL RESPONSIBILITIES:

- Manages all Chapter financial accounts, separating funds as appropriate, and forwarding 501(c)(3) funds to the Sierra Club Foundation
- Works with the Director and Steering Committee to prepare an annual budget and regularly compares financial transactions to the approved budget
- Serves as liaison between the Chapter, its sub-entities, and the national Finance Department
- Communicates and promotes compliance with all Club finance policies and procedures
- Completes and submits year-end financial reports
- Regularly reports the Chapter’s financial status at each scheduled quarterly Board meeting
- Manages and coordinates with the Chapter Bookkeeper (independent contractor)
- Oversees the financial records of each of the Chapter’s sub-entities, ensuring sub-entities record their income and expenses in accordance with national guidelines, and ensuring all sub-entity treasurers are aware of the scope of their responsibilities

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

- Passion for the work and mission of the Oregon Sierra Club
● Working knowledge of Quickbooks
● Working knowledge of Excel
● Proficiency in basic office software, spreadsheets, and Google suite
● Excellent communication and interpersonal skills
● Exceptional attention to detail
● Strong self-motivation and ability to prioritize multiple tasks and meet deadlines
● Ability to consistently follow policies and procedures
● Self-assured in your ability to ask questions
● Ability to remain flexible about duties and expectations as the Oregon Sierra Club grows and changes

**DESIRED SKILLS, KNOWLEDGE AND ABILITIES:**

● Understanding of different types of nonprofit tax structures 501(c)(3), 501(c)(4), and PAC
● Experience with grants and other restricted funding sources
● Working knowledge of the Sierra Club's structure
● Previous nonprofit board experience