

Role: Finance Committee Member, Seattle Animal Foundation

To apply for this position, please email your resume to SAF's Governance Committee at governance@seattleleaf.org.

Do you love dogs, cats, and critters? Do you also have a passion for accounting and financial management? If so, we have a position for you!

The Seattle Animal Foundation is seeking a volunteer Finance Committee Member to assist our current Treasurer with finance, accounting and/or operations of a functioning 501(c)3 nonprofit. This is an unpaid position and will require approximately 3-5 hours of work per month on average.

Responsibilities:

- Lead financial and/or accounting-based projects that improve or enhance SAF's operations.
- Develop best practices for SAF's financial management by documenting financial policies and building efficient operational procedures.
- Assist with the quarterly reconciliation between SAF's donor donation database and SAF's financial records.
- Assist in developing the annual budget and present the annual budget to the Board for approval.
- Collaborate with event committee leads on financial planning and reporting for major events.

Minimum Requirements:

- Experience with accounting and financial management.
- Experience leading projects or new endeavors, including the ability to be self-sufficient and independently manage timelines.
- Ability to communicate well with others, including the ability to explain financial policies and procedures to non-financially savvy contributors.

Preferred Requirements:

- Knowledge of state and federal non-profit compliance requirements and ability to fulfill reporting obligations preferred
- Knowledge of non-profit development processes including software relating to donor databases preferred

About the Seattle Animal Foundation

In 2010, the Seattle Animal Shelter and a committed group of volunteers recognized that there were certain needs beyond the scope of what the City could fund. To better address these needs, SASF was formed. Now newly launched as the Seattle Animal

Foundation, SAF raises critical funds to help enrich the lives of Seattle's animals and empowers volunteers and the local community to become part of the effort. SAF is comprised of an all-volunteer Board of Directors who serve three-year consecutive terms.

Recent SAF projects include:

- [Veterinary Clinic Revamp](#)
- [Animal Behavioral Program](#)

The Seattle Animal Foundation (SAF) is committed to advancing diversity, equity, and inclusion in all aspects of our work, with a strategic focus in establishing inclusive recruitment and retention initiatives. SAF is proud to be an equal opportunity employer. All qualified applicants for paid and volunteer positions will receive consideration for employment without regard to race, religion, creed, color, national origin, age, sex, gender, gender identity or expression, two-spirit identity, sexual orientation, sensory, physical, or mental disability, marital status, political ideology, protected veteran status, or on any other basis protected by federal, state or local law, or any other non-merit based factors.