

## **Volunteer Opportunity: Treasurer, Board of Directors**

Do you love dogs, cats, and critters? Do you also have a passion for accounting, financial management and supporting a mission to raise critical funds for Seattle's animals that are most in need? If so, we have a position for you!

The Seattle Animal Foundation is seeking a **Treasurer** to oversee all accounting operations and raise awareness of our functioning 501(c)(3) nonprofit. The Treasurer is an integral part of our 15-person volunteer Board of Directors. This is an unpaid position with a 3-year term that starts as soon as possible. The position requires around 5 hours of work weekly and attendance at monthly Board meetings. Flexibility to participate in in-person events and meetings is required.

### **General Responsibilities:**

- Attend one monthly board meeting.
- Serve as the Chair of and manage the finance committee.
- Work with the contract bookkeeper to ensure appropriate financial reports are made available to the board promptly.
- Develop the annual budget, in coordination with committee leads, the finance committee, and contract bookkeeper, and present the annual budget to the Board for approval.
- Supervise the contract bookkeeper to ensure the timely and accurate processing of all accounting transactions (receipts, disbursements, bank reconciliations, etc.).
- Assist and collaborate with third-party preparer(s) to ensure filings are completed timely including 1099's, State and City excise tax returns, WA nonprofit corporation annual report and WA charitable solicitations renewal.
- Coordinate the annual insurance and health care coverage renewal and with the finance committee, review policies to ensure the levels of coverage are adequate
- Collaborate with contract bookkeeper to ensure accurate and timely payroll processing; approve bi-weekly payroll reports.
- Develop best practices for SASF's financial management by documenting financial policies and procedures.

### **Minimum Qualifications:**

- Background in accounting, finance, or similar business-related field.
- Experience with non-profit accounting and financial management.
- Excellent communication skills with the ability to explain non-profit finance policies and procedures to the Board.
- Ability and/or interest in managing finance professionals (volunteers on the finance committee).
- Passion for animal welfare.

### **Preferred Qualifications:**

- Experience with developing an operational budget, and expertise in tracking and reporting income and expenditures to a budget.
- Knowledge of state and federal non-profit compliance requirements and ability to

fulfill reporting obligations.

- Comfort with presenting financial reports at board meetings and/or non-financial professionals.
- Comfort taking leadership in ambiguous, unclear situations including drafting new accounting policies or developing new course of actions.
- Familiarity with Bill.com or QuickBooks Online.

**Board Member Requirements:**

- Ability to commit to a 3-year term starting as soon as possible
- Ability to contribute \$1000 annually to SASF through funds or in-kind donations; any solicited/procured items and event ticket sales from one's network can count towards this commitment
- Ability to attend monthly Board meetings held on Wednesdays 5:30-7pm (currently virtual)

**How to apply:** Please email your resume to SAF's Recruiting Specialist, Audrey Jennings, at [ajennings@seattleaf.org](mailto:ajennings@seattleaf.org).