



Safe Place FOR PETS

Job Description

Position Title: Treasurer

Position Summary: The Treasurer will be responsible for maintaining all financial documents for Safe Place for Pets including the annual budget, the profit and loss spreadsheet, balance sheet, and 990s. The Treasurer will be responsible for paying all accounts payable. This volunteer abides by and actively supports the mission and values of Safe Place for Pets. This is a Board of Directors position.

Tasks include:

- 🐾 Understand financial accounting for nonprofit organizations
- 🐾 Pay all invoices and accounts payable on a timely basis
- 🐾 Serve as the point of contact for the financial institution and monitor the accounts for fraudulent charges
- 🐾 Alert Coordinators to potential overspending of budgets
- 🐾 Serve as the chair of the finance committee
- 🐾 Hold quarterly finance committee meetings to review the budget and P&L
- 🐾 Manage and provide insight to the board's review of, and action related to, the board's financial responsibilities
- 🐾 Provide monthly, quarterly, and annual financial reports to the Board on a timely basis
- 🐾 Work with the Board to create an annual budget
- 🐾 Schedule and support the annual audit
- 🐾 Provide all financial documents to the CPA to complete the yearly 990
- 🐾 Work with the Finance Committee and the Executive Director to develop Fiscal Policies for recommendation to the Board to ensure the financial integrity and sustainability of the organization
- 🐾 Work with the Finance Committee and Board to develop long-term financial strategies
- 🐾 Attend monthly Board meetings
- 🐾 Turn all hours worked into Volunteer Assistant

Volunteer Name (print): _____

Volunteer Signature: _____ Date: _____

Safe Place Representative: _____ Date: _____