



Volunteer Treasurer needed for Conservation Montgomery

Description:

Conservation Montgomery is a 501(c)(3) nonprofit offering a great opportunity for a responsible volunteer with experience in maintaining financial records for a business or organization. We are currently seeking a volunteer Treasurer to serve on our board of directors. Our Acting Treasurer has done an outstanding job of getting the organization books in excellent order. We use Intuit software to keep the records of deposits and expenses. Normally, there are less than 20 transactions a month on our account but it is very important to keep accurate records since we are a public organization incorporated in the State of Maryland.

A treasurer for Conservation Montgomery will need to attend a standing board meeting on the third Wednesday of each month at 7:30 and provide a report on the treasury. Between board meetings, the treasurer communicates with the CM Executive Committee on decisions related to expenses and fund-raising opportunities in particular.

We have an excellent board of directors with a lot of talented and knowledgeable people involved in Conservation Montgomery.

Requirements:

A treasurer for Conservation Montgomery will need to attend a standing board meeting on the third Wednesday of each month at 7:30 and provide a report on the treasury. Between board meetings, the treasurer communicates with the CM Executive Committee on decisions related to expenses and fund-raising opportunities in particular.

Training will be offered by our current Acting Treasurer. Our financial records are in excellent shape.

A volunteer in this position should:

- Be available for an in-person interview with our board of directors.
- Provide a resume' and references.
- Have a computer at home that is capable of having Intuit software installed.
- Have the technical skills needed to maintain the CM treasury.

- Attend a monthly meeting and provide a thorough treasurer's report.
- Use Intuit accounting software that will be made available by Conservation Montgomery.
- Experience in bookkeeping
- Ability to explain basic financial statements to BOD
- Proven experience in preparation of basic financial statements
- Proven experience in balancing and reconciling business bank accounts

Volunteers interested in this position must be over the age of 18 and must live in Montgomery County. To express interest, please submit a resume' and list of references to CarenMadsen@msn.com

Web site: www.ConservationMontgomery.org

Minimum Age:: 18