

Work Meaningful Foundation

About Work Meaningful Foundation

Work Meaningful Foundation is a growing 501(c)(3) nonprofit founded in 2023 with a belief that education can create pathways to opportunity and help disrupt cycles of intergenerational poverty. Our work began in Ghana, where a personal connection to the community of Akyeremade has grown into meaningful investment in schools, technology, clean water, and educational opportunities for young people. In just a few years, the Foundation has helped create local jobs, supported hundreds of students, and completed a new middle school, with an ambitious next chapter that includes building a 12-classroom elementary school designed to serve 200–300 students. As a young and growing organization, this is an exciting time to join us. Volunteers and Board members have the opportunity not only to support our mission, but to help shape the systems, strategy, and foundation that will allow our impact to grow in Ghana and under-resourced communities in the United States.

Bookkeeper

Role Purpose

Maintain accurate and organized financial records for Work Meaningful Foundation and provide timely financial information to Foundation leadership and the Treasurer. This role would be a member of our Finance Committee.

Core Responsibilities

- Record and appropriately categorize income, donations and expenses.
- Reconcile bank and other financial accounts monthly.
- Maintain supporting documentation for financial transactions.
- Track restricted or designated donations appropriately.
- Maintain accounts payable and process approved payments and reimbursements.
- Support reconciliation of donations between fundraising platforms, deposits and accounting records.
- Prepare basic monthly financial reports, including the Statement of Financial Position (Balance Sheet) and Statement of Activities.
- Support budget-to-actual reporting.
- Support year-end close and provide information required by the Foundation's CPA or tax preparer.
- Identify missing documentation, discrepancies or unusual transactions for follow-up.
- Maintain the accounting system and recommend practical improvements as the Foundation grows.

Ideal Experience

Experience with nonprofit bookkeeping; familiarity with nonprofit financial statements and restricted funds; proficiency with accounting software; and strong attention to detail, organization and follow-through.

Ideally, this individual or organization will partner with the Foundation for a minimum of two years, providing bookkeeping services on an **in-kind/pro bono basis** as part of their support of our mission.

Board Treasurer/Financial Committee Lead

Role Purpose

The Treasurer serves as a volunteer officer and member of the Work Meaningful Foundation Board of Directors, with specific responsibility for helping the Board understand and oversee the Foundation's financial health. The Treasurer works with Foundation leadership and the bookkeeper to establish simple, reliable financial practices appropriate for a growing nonprofit and helps ensure Foundation resources are responsibly managed in support of its mission.

Core Responsibilities

- Lead the Foundation's financial strategy, maintaining a three-year financial outlook that connects fundraising, program priorities, and organizational needs, with an annual refresh to guide Board planning and decision-making
- Review the Foundation's financial position and provide a clear financial update at Board meetings.
- Review financial statements and bank activity for accuracy, trends and potential concerns.
- Help develop the annual operating and program budget and monitor actual performance against the budget.
- Provide visibility into cash available, donations received, expenses, restricted or designated funds and significant upcoming commitments.
- Partner with the bookkeeper to ensure financial records are accurate, reconciled and maintained consistently.
- Help establish and maintain basic financial policies and controls, including expense approvals, reimbursements and access to Foundation funds.
- Ensure the Board has visibility into required tax filings and confirm appropriate professional support is in place.
- Serve as the primary Board contact for the bookkeeper, accountant/CPA and other financial partners.

Board Member Expectations

- Serve a minimum **two-year term** on the Board.
- Have visited Ghana or commit to a **Foundation-related visit to Ghana within the first two years of Board service.**
- Attend and actively participate in **two virtual Board meetings and one in-person Board meeting annually.**
- Come prepared to engage in Board discussions and decisions.
- Support the Foundation's mission, priorities and key initiatives.
- Exercise appropriate fiduciary oversight and act in the best interests of the Foundation.
- Maintain confidentiality regarding sensitive Foundation, donor and financial information.
- Participate in key Board activities and provide support to the Foundation as reasonably needed

Working Board Context

As a growing organization, the Treasurer may occasionally provide hands-on financial support; however, routine bookkeeping and transaction processing should transition to the Foundation's bookkeeping partner as capacity allows.