

Title: Treasurer

Department or Team: Board of Directors

Responsible to: President

Works with: Board Members, Volunteer Bookkeeper

Description of Role:

The volunteer treasurer is an appointed, voting member of the board and fills a crucial role in sustaining FOUA's financial sustainability, providing oversight and guidance to the board, ensuring compliance with relevant laws and regulations, and overseeing organizational finances. The volunteer treasurer is a financial strategist, compliance officer, and trusted advisor.

Per FOUA bylaws, board members must either live or work in Arlington, VA.

Primary Responsibilities:

General

- Help develop and implement financial policies and procedures consistent with the organization's mission and values.
- Clearly and concisely communicate financial information to the board and other stakeholders.
- Provide financial insights and recommendations to the board.
- Maintain bank and other financial advisor relationships and accounts.
- Ensure the organization has appropriate insurance coverage.

Accounting Operations and Risk Management

- Review and approve accounting transactions processed by the bookkeeper for accuracy and completeness on a timely basis.
- Write and sign checks on a timely basis.
- Establish proper internal controls to safeguard the organization's assets and prevent fraud or misuse of funds.
- Ensure transparency and accountability in financial matters.

Budgeting and Forecasting

- Lead the development of the annual operating budget.
- Regularly review and analyze actual financial performance against the board-approved budget.

Reporting and Analysis

- Review and analyze financial statements on a regular basis throughout the year. These financial statements should compare actual to budget and prior year.

Compliance

- Review and timely file annual IRS Form 990, Virginia registration and compliance forms as needed, distribute IRS Form 990 to all board members for review.
- Coordinate an audit, as required.
- Ensure compliance with all financial and accounting regulations, legal requirements, and reporting obligations.

Secondary Responsibilities:

Fundraising Support

- Provide financial expertise and advice on fundraising strategies
- Participate in resource development and fundraising, such as identifying and cultivating potential funders, grant applications, and donors.

Board Participation

- Prepare for and participate in monthly Board meetings and planning meetings/retreats, online or in-person.
- Recruit, interview, nominate, and consider new Board members, as needed.
- Evaluate the board's performance and the overall performance of the organization in achieving its mission.
- Declare potential conflict of interests to the Board for consideration.
- Promote volunteer opportunities and FOUA events to personal and professional networks.
- Promote, lead, organize, and/or participate in FOUA events such as Spring Garden Kickoff, Garden Talks, Arlington County Fair, Produce Bagging, Gleaning, and other FOUA events.
- Review and approve minutes of prior meeting(s).

Skills/Qualifications Needed:

- High ethical standards and commitment to financial integrity.
- Strong understanding of accounting principles and practices. Experience in small, volunteer-based organizations preferred.

- Background in finance, auditing, accounting, or related fields. Experience in the nonprofit sector preferred.
- Experience with budgeting, financial reports, and financial analysis.
- Experience in Quickbooks Online or Quickbooks
- Ability to maintain confidentiality and handle sensitive financial information responsibly.
- Ability to analyze financial data and identify trends.
- Appreciate the value of policies and procedures.
- Adept at creating efficient procedures that are easy to consistently execute.
- Like to create schedules and manage work to meet deadlines.
- Strong attention to detail and accuracy.
- Ability to communicate financial information clearly and effectively.
- Ability to work collaboratively with others.

Desired Experience:

Time Commitment

- 15 hours per month including board meetings.
- 2 year term, up to three consecutive terms, if desired.