



P.O. Box 266 | Arlington, MA 02476 | dallin.org | 781.641.0747

CYRUS DALLIN ART MUSEUM, INC. – VOLUNTEER TREASURER POSITION

The Cyrus Dallin Art Museum is seeking a Treasurer for its nonprofit corporation to oversee the management and reporting of the Museum's finances. The Treasurer is a volunteer, an Officer of the Museum and attendee of meetings of the Museum's volunteer Board of Directors.

While the ideal candidate will be a resident of Arlington, it is not a requirement. Much of this work can be conducted remotely. Candidates should have knowledge of accounting practices, QuickBooks and/or Zoho, and nonprofit operations. You will be supported by an outside accountant and staff bookkeeping resources.

Responsibilities:

- Review monthly savings account records, reconcile monthly bank statements for the Museum's operating account, and monitor income and expenditures.
- Prepare and present periodic reports for the Board of Directors and grantors reviewing the Museum's performance to budget and project performance to plan.
- Develop the Museum's annual budget and fundraising plan in collaboration with other board directors and the Museum's Director/Curator.
- Monitor payment and remittance processes to ensure the Museum's ongoing solvency, make recommendations for asset management, and keep the Board of Directors apprised of the organization's general fiscal health.
- Work with the Museum's accounting firm to ensure the completion of required financial reporting forms (including the IRS Form 990).
- Provide Municipal Board of Trustees an annual financial report based on the Form 990 filing.
- Attend monthly meetings of Board of Directors (Monday mornings for one hour at 9:30 am).

Time Commitment: 5-10 hours per month.

Please send a letter of interest and resume to Nancy Blanton at nblanton@dallin.org or CDAM, PO Box 266, Arlington, MA 02474.

About the Cyrus Dallin Art Museum (www.Dallin.org)

The Cyrus Dallin Art Museum is dedicated to the celebrated Utah-born sculptor, educator, and Indigenous rights advocate, Cyrus Dallin, who lived and worked in Arlington, Massachusetts for over forty years. Best known for his *Appeal to the Great Spirit* in front of the Museum of Fine Arts, Boston, and the *Paul Revere Monument* in Boston's North End, Dallin's many public sculptures bring beauty and a unique perspective to shared spaces across the nation. By exploring Dallin's art, life, and values through thoughtful exhibits and programs, the Dallin Museum seeks to promote a more inclusive understanding of history and mutual respect and empathy in our community.