Eastside Audubon is committed to attracting and retaining a diverse board and will honor your experiences, perspectives, and unique identity. Together, we strive to create and maintain a working environment that is inclusive, equitable and welcoming.

**Position Title:** Treasurer

**Purpose:** The treasurer is a member of the board of directors and serves Eastside Audubon by managing the financial matters of the organization.

**Key Responsibilities:**

* Has custody of the chapter funds and related files.
* Pays the chapter expenses as directed by the board, either through approval of specific expenditure, or through approval of criteria for expenditure.
* Keeps track of income and investments.
* Prepares monthly and annual financial reports for presentation at board meetings.
* Prepares annual budget with the Executive Director and Bookkeeper with the advice and approval of the board.
* Prepares annual financial report for submission with National Audubon recertification form.
* Reviews the Bookkeeper’s work for the annual income tax return for the Internal Revenue Service.
* Works alongside the Bookkeeper to prepare an annual financial report and budget for presentation to the general membership.

**Qualifications:** All board members must display a commitment to the organization and an understanding of the organization and its principles, mission, goals, and services. Board members should also know the responsibilities of governance and management, and paid and volunteer staff. The treasurer must also display the following:

* An understanding of non-profit finances.
* Experience using QuickBooks.

**Responsible to:** Board president

**Length of Appointment:** The term is 2 years

**Time Commitment:** Estimated to be approximately 100 hours per year, consisting of:

* 2-3 hours per month for financial reconciling and reporting (36 hours annually).
* 2 hours per year for reviewing the organization’s tax return.
* 15 hours per year for preparing the annual budget.
* 2-4 hours per month for board meeting and program night attendance (48 hours annually).

**Support and Training:** The board president is available to answer questions and offer guidance. All board members have the opportunity and are encouraged to participate in at least one board-appropriate training per term, paid for by Eastside Audubon. Additionally, attendance at the Audubon Council of Washington or another Audubon meeting at least once per term is encouraged.