

Board Treasurer

An OC-based, nationally-recognized 501(c)(3) non-profit is seeking an experienced Treasurer to join its Board. The Treasurer will work closely with the Board, the Executive Director, the acting Operations Manager, the acting Comptroller, and two CPAs. The organization uses QuickBooks Online for financial management and strives to be as paperless as possible.

The Treasurer will be responsible for helping the Board of Directors, the Executive Director, as well as Employees, Contractors, and Volunteers make and carry out all strategic and generative decisions within a sound financial framework.

CPA certification is preferred.

Other duties include:

- Present regular reports to the Board on the financial condition of the organization.
- Approve annual budget, audit reports, and material business decisions; staying informed of, and meeting all legal and fiduciary responsibilities.
- Review outcomes and metrics to determine the impact of program effectiveness.
- Attend monthly board meetings.
- Review the agenda and accompanying board materials prior to board meetings.
- Attend annual board planning day.
- Support fundraising activities.
- Assist the Board and Executive Director in recruiting other qualified board members.
- Serve at least one-three-year term that upon board approval is renewable another three-year term.

We look forward to having you join our team!

To apply, please call 949-525-1237.