

**Treasurer:** Volunteer position

**Time requirement:** 6-8 hours per month, one meeting per month.

**Requirements:**

The Treasurer will be an individual who has knowledge of accounting, finance, and QuickBooks, and who holds honesty and integrity in high esteem and is committed to accuracy, transparency, and timeliness. Knowledge of nonprofits is preferred, but that requirement can be learned on the job.

**Description:**

The Treasurer will:

- Have a close working relationship with the Board President and other officers as necessary.
- Oversee the management, and reporting of the finances of Loudoun Community Cat Coalition.
- Manage cash flow, reconcile monthly bank statements, and ensure all income and expenses are classified correctly in QuickBooks on a monthly basis.
- Take charge of, and handle accounts payable and accounts receivable.
- Take the lead in helping the rest of the Board form financial policies such as who can access funds, who has check signing authority, how and when expenses get reimbursed, use of the organizations credit card, and handling of small cash expenses.
- Take the responsibility for researching, discussing with Board of Directors, and with feedback and vote investing the organizations funds. Ensure that we are following all federal, state, and local laws in this regard.
- Work with the Board of Directors to prepare the annual budget. Maintain the budget and prepare a financial report for the Boards review for monthly Board meetings.
- Monitor the budget and continually compare actual expenses against budgeted expenses.
- Take responsibility for making sure the annual IRS 990 gets filed by the proper due date.
- Keep accounting accurate, complete, and up to date at all times.
- Keep a calendar of important dates and filing deadlines on organization calendar, including the filing date for 990, form 102, and other required financial documents.

We look forward to working with you to serve Loudoun County to save the lives of community cats and kittens. We are passionate about our mission and view our work as an important component to decrease the intake of cats in our county shelter, and rescue system.

Do you love cats? Are you interested in this exciting and fulfilling position? Send your resume, with contact information, to [info@loudouncommunitycats.org](mailto:info@loudouncommunitycats.org) today!

Kim Fields

President/Executive Director