

LOOKING FOR A WAY TO GET INVOLVED? PWSA | USA IS IN SEARCH OF A VOLUNTEER TREASURER

ABOUT THE POSITION >>>>

The treasurer is an officer of **PWSA | USA**, elected by the Board of Directors to serve a one-year term, with no limit on the number of terms, serving as an ex officio (voting) member of the Board.



MEETINGS

- Board of Directors meetings
 - Five (5) virtual meetings per year
 - One (1) in-person meeting per year
- Monthly meetings with the CEO
- Committee meetings



COMMITTEES

- Serves as Chair of the Finance Committee
 - Six (6) meetings per year
- Serves on the Executive Committee
 - Two (2) meetings per month



QUALIFICATIONS

- Knowledge of basic accounting and bookkeeping procedures
- Preferably a Certified Public Accountant (CPA)
- Knowledge of nonprofit accounting
- *Not Required:* Experience with Blackbaud's Financial Edge accounting system



RESPONSIBILITIES

- **Work closely with the CEO and accounting firm** to ensure:
 - Good financial planning
 - Decision-making
 - Sound fiscal policies
- Ensure that appropriate **internal controls, financial management policies** and **financial records are maintained**
- **Present prepared financial reports** to the board and answers questions as needed
- Work with the accounting firm to continue to **refine the financial procedures and reporting** utilizing Blackbaud's Financial Edge
- Review PWSA | USA's **annual budget**
- Participate in the **annual audit and Form 990 process**

If you are interested in this position or would like further information, email Mrupnow@pwsausa.org.