

Job Description: Treasurer

Eastside Pride PNW has an exciting volunteer leadership opportunity!

We are looking for a trustworthy Treasurer to manage our organization's financial operations. You should be honest, accurate, and timely in all financial matters. You should also communicate and work well with the Board of Directors and other members of the organization.

As Treasurer, you will safeguard the organization's financial well-being and support its long-term success. You will also create and monitor financial strategies and activities to maintain the organization's stability and growth, develop budgets, and complete necessary tax and State of WA financial reporting in a timely manner.

Responsibilities include, but are not limited to:

- Manage all financial transactions of the organization
- Establish robust internal financial policies and closely monitor financial activities
- Prepare and present financial reports for the Board of Directors
- Manage budgets and ensure all expenses are within budget
- Ensure all financial transactions are in compliance with applicable federal, state, and local laws and regulations
- Manage bank accounts and ensure that all transactions are recorded accurately
- Prepare and file all necessary tax forms by deadlines
- Ensure legal, ethical, and financial compliance as a 501c3 nonprofit
- Support Eastside Pride PNW at community events (as available)

Time commitment:

We appreciate that you may have other obligations such as a full-time job or a family that come first. This volunteer role requires a varying amount of time depending on the season:

- April - September: Expect to spend about 2-3 hours per week* (Monitor finances related to Pride activities)
- October - March: Expect to spend about 4-5 hours per week* (Developing annual budget, filing annual report, tax return, Secretary of State filings, year-end reporting to Board)

The Board generally meets online bi-monthly (evenings) and we have committee meetings as needed. This is a hands-on role, where help may be needed with set-up, staffing, clean-up, etc. at key events and social activities.

*These are approximate estimates and may differ based on your work style and experience.

Preferred qualifications:

- A clear and consistent commitment to the Eastside Pride PNW mission, vision, and values
- Ability to authentically connect with Eastside Pride PNW mission and aspirations through your personal experiences
- A deep commitment to equity and social justice
- Strong financial management skills and familiarity with general accounting standards and practices
- Excellent organizational skills with a focus on details
- Valuable time management and prioritization skills
- Experience with Quickbooks and Excel spreadsheet strongly preferred
- Experience with financial aspects of non-profits a plus
- Inclusive, collaborative, and respectful leader
- Excellent communication and interpersonal skills

Per the laws enforced by EEOC, Eastside Pride PNW does not discriminate based on a person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability or genetic information.