



Job Title: Board Treasurer

Location: Remote & in-person (virtual meetings & climbing clinics)

Position Type: Volunteer

Position Overview:

The Adaptive Climbing Coalition is seeking a dedicated and experienced individual to serve as the Board Treasurer. The Board Treasurer is a vital role responsible for overseeing the financial health of the organization, ensuring compliance with financial regulations, and supporting the overall fiscal management of the non-profit. As Board Treasurer you will also be a board director responsible for strategic decision making for the Adaptive Climbing Coalition.

Key Responsibilities:

- **Financial Oversight:**
 - Work closely with the executive director and finance committee to develop and oversee the organization's budget.
 - Provide regular financial reports to the board, detailing the organization's financial position.
- **Bookkeeping and Record-Keeping:**
 - Oversee the maintenance of accurate financial records, ensuring transparency and accountability.
 - Conduct regular audits or reviews of financial practices.
- **Financial Planning:**
 - Collaborate with the finance committee to develop long-term financial strategies aligned with the organization's mission and goals.
 - Monitor financial trends and make recommendations for improvements.
- **Banking and Transactions:**
 - Manage the organization's bank accounts and financial transactions.
 - Ensure timely and accurate processing of invoices, payments, and reimbursements.
- **Compliance:**
 - Ensure compliance with relevant financial regulations and reporting requirements.
 - Support the preparation and filing of the organization's annual tax returns.

- **Fundraising Support:**

- Collaborate with the board and executive director in financial aspects of fundraising initiatives.
- Provide financial information and reports for grant applications and donations as needed.

Qualifications:

- Previous experience in financial management or treasurer roles, preferably in a non-profit setting.
- Strong understanding of financial principles, budgeting, and financial reporting.
- Familiarity with non-profit financial regulations and compliance requirements.
- Excellent organizational and analytical skills.
- Proficiency in financial software and tools.
- Ability to work collaboratively with the board, executive director, and finance committee.

Time Commitment:

The Board Treasurer position requires a commitment of approximately 6-10 hours per month. This includes attendance at board meetings, preparation time, and any additional responsibilities as needed. As Treasurer you will serve for a two-year term limit with the opportunity for additional term limits.

How to Apply:

Interested individuals should submit a resume and cover letter outlining their qualifications and interest in the position to info@adaptiveclimbingcoalition.org. The Adaptive Climbing Coalition is an equal opportunity organization and encourages individuals from diverse backgrounds, including those with disabilities, to apply. If you have any questions, please contact the email above.

Note: This job description is a general outline of responsibilities and qualifications and may be subject to change based on the needs of the organization.