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**Seeds to Flowers, Inc.**

**Treasurer Board Member Job Description**

**Mission**

Seeds to Flowers, Inc. empowers girls in low income communities through education, leadership and personal development.

**Position**

The Treasurer provides The Treasurer shall cause regular books of account to be kept, and shall render to the Board of Directors, from time to time as may be required, an account of the financial condition of the Corporation, shall deliver an annual report at the annual meeting, and shall perform all other duties properly required of the Treasurer by the Board of Directors.

**Treasurer Responsibilities**

* Serves as Chair of the Finance Committee.
* Manages, with the Finance Committee, the Board’s review of, and action related to, the Board’s financial responsibilities.
* Works with the Executive Director and finance manager to ensure that appropriate financial reports are made available to the Board on a timely basis.
* Assists the Executive Director and financial manager in preparing the annual budget, and presenting the budget to the Board for approval.
* Works with the Finance Committee and the Executive Director to develop Fiscal Policies for recommendation to the Board to ensure the financial integrity and sustainability of the organization.
* Works with the Finance Committee and the Executive Director to develop long-term financial strategies.
* Financial knowledge of the organization.
* Personal commitment to devote the time necessary to perform the responsibilities of Treasurer.
* Understanding of financial accounting for nonprofit organizations.
* Manage or oversee the management of the financial affairs of the organization, often including such basic tasks as selecting a bank, reconciling bank statements, and managing cash flow
* Have the organization’s financials audited whenever required or advisable
* Keep a calendar of filing requirements and deadlines and have clear assignments (with backups) to help ensure they are all met in a timely manner
* Ensure accurate and complete financial reporting and proper maintenance of financial records and information/tax returns

**Reports to**

Board Chair or Board of Directors, as appropriate

**Experience**

**Requirements:**

* Bachelor’s Degree in Accounting or Finance
* CPA certification
* 2+ years of experience in corporate financial management
* Proficient with financial software systems
* Experience in the non-profit sector

**Fundraising**

In addition to supporting the annual fundraising plan of Seeds To Flowers, Inc, Board Members will also commit to making annual gifts of no less than $250. This annual gift can be contributed as an out of pocket contribution, or a “get” in which the Board Member raises funds on their own to meet their financial commitment.

**Board terms/participation**

Seeds To Flowers, Inc Board Members will serve a two-year term. Board Members will be eligible for re-appointment for second terms, but cannot serve for more than two consecutive terms in a row. If after serving two consecutive terms and a Board Member wishes to return to Board service, it will be at the discretion of the current board members. If a Board Member is voted off of the Board, they are ineligible to reapply for Board Membership. Board meetings will be held every month during the first two years of organization.

**\*Service on Seeds To Flowers, Inc’s Board of Directors is unpaid and voluntary\***

**APPLICATION PROCESS:**

Interested applicants must complete the Board Application, located at the Seeds To Flowers, Inc.

website at: <https://seedstoflowers-inc.org/> and submit it, along with a current resume to:

Pamela Andrews

Executive Director

Email: pandrews@seedstoflowers-inc.org