**Treasurer**

This is an extraordinary opportunity for an individual who is passionate about Rahab’s Hope mission/vision/value and who has a track record of leadership and service.

**Time Commitment**

* 6 meeting per year – Approximately 2 hours each
* Special meetings throughout the year may occur
* Time commitment: At least 10-15 hours/month

**Treasurer Responsibilities**

* Responsible for the overseeing and managing reporting of finances including financial statements, tax filing, state fillings and financial audits/reviews
* The Treasurer may have many important duties specific to its role, including:
	+ Financial transaction oversight:
		- Knowledgeable about who has access to the organization’s funds, and any outstanding bills or debts owed.
		- Submit monthly financial statements to external bookkeeper
		- Upload receipts Quickbooks (QB) and review transactions recorded in QB to ensure that all transactions are accurately accounted for/categorized.
		- Assist bookkeeper in managing QB
		- Keep record of monthly expenses and due dates
	+ Budgets – Aiding in the development of the annual budget and providing comparison of the actual revenues and expenses incurred against the projected budget
	+ Financial Policies – Overseeing the development and observation of the organization's financial policies (when/if necessary)
	+ Reports – Keeping the board regularly informed of key financial events, trends, concerns, and assessment of fiscal health
	+ Create and distribute annual donor receipts
* Attend board meeting regularly to share financial data

**Qualifications**

* Credentials: Certified Public Accountant (*Preferred*)
* Experience in nonprofit financial management
* Knowledgeable of non-profit budgets and/or financial management
* Excellent computer skills: Microsoft Word, Excel, Google Drive, Email, Quickbooks Online
* Experience filing 990N/990-EZ/990 taxes (*preferred*)
* Experience filing Charitable Registrations with Dept. of State (*preferred*)

**Additional Responsibilities as a Board Treasurer**

*(This position can be served as a non-board member)*

**Board terms/participation**

Rahab’s Hope Board members will serve a three-year term to be eligible for re-appointment for additional term(s).

**Governance**

* Ensure adherence to policies and procedures
* Ensure the sound financial standing of the company. Faithfully read and understand the organization’s financial statements. Participate in the approving organizational budgets.
* Ensure policies and procedures reflect best practice and keep the organization compliant with the law. Participate in reviewing, revising and creating organizational policies and procedures.

**TO APPLY:** Visit <https://rahabshope.org/get-involved-and-serve> or contact Preshuis Williams at info@rahabshope.org