

Family Promise of Wayne County Seeking Board Member/Treasurer

Family Promise of Wayne County, a non-profit organization dedicated to helping local children and their families experiencing homelessness achieve sustainable housing, is seeking a Treasurer for its Board of Trustees.

This position will include:

- Chairing the Finance Committee.
- Understanding financial accounting for nonprofit organizations.
- Coordinating inputs from the Board committees to prepare the annual budget.
- Ensuring that bills are paid, transactions are accurately recorded, and banking is managed promptly and accurately. In the future if a bookkeeper is appointed, the Treasurer will coordinate and oversees the work of the bookkeeper in implementing these functions.
- Coordinating and assisting in establishing financial policies and ensuring that they are followed.
- Working with the Director and staff/consultants on financial matters (e.g. data input for grant applications) and reports as may be required by the Board.
- Categorizing and organizing all financial transactions and preparing financial documents and regular financial reports to the Board.
- Overseeing preparation and distribution of financial audits and presenting the annual audit to Board Members.
- Serving on the Board and Executive Committee. Serving on or having significant input to the fundraising committee.
- Preparing annual IRS Form 990 (or Form 990-EZ as appropriate).
- Performing banking deposits for all donations and other receipts.
- Generating donor information details to ensure that donors receive acknowledgements/thank-you notes for their contributions.

If you are interested in volunteering your time and talents to a wonderful and worthy cause, please contact Board President Kathryn Woodlock at kwoodlock@rochester.rr.com or (315) 879-1227.