



Greater Fredericksburg Habitat for Humanity is seeking a new volunteer **Treasurer!** The new Treasurer, as a member of the Board of Directors, would join a rapidly growing, financially stable, and mission-oriented housing ministry that helps ensure everyone has a place to call home. We are a high-functioning organization seeking someone who cares about the people that we serve and who is eager to make an impact.

The Treasurer will join a passionate, positive, and focused team that includes an engaged Board of Directors and an expert staff dedicated to building strength, stability and self-reliance throughout the region. The Treasurer will also have the benefit of training resources and opportunities through Habitat for Humanity International. The new Treasurer's term will begin upon election to the Habitat board.

#### **PRIMARY DUTIES:**

- Serve as Chair of Finance Committee and, as a member of the Executive Committee, will be key to executive oversight of the organization
- Attend Board meetings on the fourth Monday of every month at 6PM
- Assist the Board in fulfilling their financial responsibilities by working with both staff and Board members to ensure that appropriate reports are made available to Board members
- Support staff through budget planning process and present the annual budget to the Board for approval
- Assist in the preparation and review of the annual audit and answer Board members' questions
- Assist in ongoing development of financial policies and procedures that represent best practices in the nonprofit and banking industry
- As needed, the Treasurer will sign checks, debt obligations, and communicate with banks and vendors.

#### **QUALIFICATIONS:**

- Understand financial accounting for nonprofits
- The ability and willingness to commit at least four hours per month to the role, with up to ten hours potentially necessary during busier times of the year
- A commitment towards building an organization that keeps growing to serve more people while being good financial stewards

#### **To learn more or to apply, contact:**

Cassie Kimberlin, Executive Director

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