

DOGPAW
Board Member – Treasurer
Job Description

Role Summary:

The Treasurer is responsible for overseeing all financial functions of the organization. **Dedicate at least 5 hours per week to DOGPAW role.**

Work Experience:

- Minimum 3 years accounting or comparable work experience.
- Minimum 3 years QuickBooks or comparable work experience.
- Familiarity with NEON CRM preferred.
- Non-profit experience preferred.

Specific duties of the Treasure:

- Pick up mail at the DOGPAW mailbox location at least once a week.
- For events, bring the cash box, membership forms and any other supporting documents.
- Attend at least 5 Park Improvement Day events throughout the year.
- Scan checks and credit cards (masking account numbers) and supporting documents. Deposit the monies received within 2 business days and verify the deposit receipt reflects the amount deposited.
- Update the NEON CRM system for the monies received within 1 day of the deposit and place the deposit information in the appropriate finance folder on the shared drive.
- Review bank accounts daily for any suspicious account activities.
- Update Neon with PayPal and Stripe donation information at least twice a month.
- At least once a month look for and fix any duplicated accounts in Neon.
- As needed, make changes to the Neon configuration.
- Review, scan, obtain approval, and pay invoices.
- Prepare the monthly financial statements by the 10th day of the month for review by the Board of Directors.
- Work with donors to resolve problems, especially involving recurring donations.
- Prepare and file the annual 990 tax return.
- Document processes and procedures as needed.
- Work with the Board of Directors to produce the annual budget.
- Provide 990 tax return when requested by the public.
- Examine expenditures to see whether there might be more cost effective alternatives.

General Board of Director Expectations:

- Support the Mission Statement of DOGPAW.
- Actively engage and recruit volunteers to participate in DOGPAW.
- Work as a part of a cohesive team with common goals.
- Share skills and expertise.
- Respect and support the majority decisions of the Board.
- Volunteer and assist in DOGPAW's volunteer engagement programs and activities, including fundraising efforts.
- Participate actively in Board meetings, actions, fundraisers, and public events.
- Have no more than three (3) consecutive unexcused absences from Board meetings.
- Represent all those whom this organization serves and not a particular park, geographic area, or interest group.
- Remain aware of the activities that are planned and make yourself available to participate.
- Declare conflicts of interest as it pertains to your position on the Board and abstain from voting when appropriate.
- Do your best to ensure that DOGPAW is well-maintained, financially secure, growing and always operating in the best interest of the community.

General Board of Director Rules:

- There will be no criticism of fellow Board members or their opinions in or out of the Board meetings.
- There will be no use of the organization for personal advantage or that of friends or relatives.
- There will be no discussion of the confidential proceedings of the Board outside the Board room.