

NORTH CENTRAL WASHINGTON AUDUBON SOCIETY

TREASURER JOB DESCRIPTION

Opportunity to assist local nonprofit organization dedicated to the conservation of and education about birds and their habitats in Chelan, Douglas, Ferry, and Okanogan counties. We are seeking a volunteer treasurer to provide financial oversight and board leadership. Existing operational systems are already in place, and support/training will be provided.

ACTIVITIES AND TIME COMMITMENT

- Maintain the organization's chart of accounts and enter transactions in QuickBooks Online.
- Prepare and distribute monthly financial reports for board review.
- Deposit donor checks and send donor information to the Membership lead for entry in Little Green Light.
- Process expense payments through the bank's bill pay system.
- Prepare and submit annual reports to the Secretary of State and the IRS.
- Attend monthly board meetings.
- Help the board prepare the annual budget.
- Bookkeeping or accounting experience is required.
- The outgoing treasurer will provide onboarding support.
- Director and officer insurance coverage is provided
- Estimated time commitment: 5–8 hours per month.
- Board membership required.

For more information, please contact [Art Campbell](#).