



Treasurer
Director

Our board members are passionately investing and sharing the responsibility to care for our children in the foster care community here on the Olympic Peninsula. They are committed to the Olympic Angels mission and being part of a working team as the organization is fully established.

The Treasurer is the Financial Officer of Olympic Angels. They are primarily responsible for the financial health of the organization. The Treasurer keeps the Board informed of key financial events and how well the organization is adhering to the annual budget.

As Treasurer, you will represent Olympic Angels and work with the Board to develop and implement initiatives that increase Olympic Angels' visibility within the surrounding communities of both Jefferson and Clallam Counties. You need to be self-motivated, enthusiastic and community-driven to take on this role.

Responsibilities:

- Serves as the Olympic Angels Financial Officer
- Responsible for bookkeeping/accounting, maintaining financial records, reconciling bank statements, managing cash flow, and coordinating with the National Angels CFO
- Creates and maintains systems for ensuring the organization's ongoing solvency and oversees the development of the organization's financial policies
- Responsible for providing a report to the Board each month which includes key financial events, trends, concerns, and assessment of fiscal health
- Works with Board officers to develop financial plans and prepare the organization's annual budget. Responsible for regularly monitoring and comparing the actual revenues and expenses incurred against the budget.
- Works with the Olympic Angels accountant to complete monthly payroll and annual 990
- Shared responsibility for depositing donations in the Olympic Angels bank account on a weekly basis
- At the end of every month transfers the balance of credit card donations to the Olympic Angels bank account

Qualifications:

- Passionate about supporting foster children and foster families
- Preferred experience with non-profit financial management
- Possesses strong financial acumen
- Familiarity with QuickBooks Online

- Ability to prioritize and work independently, exercising initiative, good judgement and work collaboratively
- Ability to adapt to changing needs and drive change across the organization

General Expectations:

- Participate in the ongoing development and implementation of Olympic Angels strategic and business plans
- Be a part of a Love Box group or Dare to Dream Mentorship independent of Board role
- Assist in identifying and recruiting new Board Members
- Prioritize Olympic Angels and make annual gifts that reflect that priority. To credibly solicit contributions from foundations, organizations, and individuals all board members make an annual contribution appropriate to their circumstances

Term/Participation:

- Serve a one-year term; eligible for additional terms
- Review at 8 months with Board President for consideration of another term
- Board meetings held monthly- attend at least 9 out of the 12 yearly board meetings
- Typically new directors attend a 2.5 day training in Austin, TX with the National Angels team, though this training is virtual during COVID.

Thank you for considering making a real difference in the lives of children in foster care and foster families in our community. Together we can shape the future for our children in Jefferson and Clallam Counties!