Artsbridge is an All-Volunteer Organization (AVO), 501c(3) nonprofit organization. Currently (2019) we have approximately 180 paid members. Our funds are generated primarily from member dues, contributions and miscellaneous funder sources. The Artsbridge Treasurer is a member of our Board of Directors (15 member’s maximum-currently 11 members) and is also a member of the executive committee and is charged with overseeing the management and reporting of an organization’s finances. Generally, as with other officer positions, the specific duties of the Treasurer are stated and defined in the governance of the Artsbridge bylaws.

Artsbridge seeks a Treasurer with such basic skills as financial literacy, attention to detail, timeliness in completing tasks, accurate record keeping, and a willingness to ask questions.

General Duties and Responsibilities of the Treasurer

The Treasurer’s duties and responsibilities include the following:

**Financial management and/or oversight.** The Treasurer will manage and oversee the management of the financial affairs of the organization, including but not limited to such basic tasks as:

- selecting a bank and reconciling bank statements, pay invoices as necessary, and manage cash flow.
- the Treasurer will create and maintain systems for ensuring the organization’s ongoing financial management and financial policies are maintained such as expense reimbursement, credit card usage, and petty cash policies
- Manage Artsbridge PayPal account, help collect dues and share information with the membership chairperson
- Maintain files including all contracts. Ensure federal taxes are prepared and filed.
- Maintain Artsbridge insurance policies.

**Budgets.**

- The Treasurer will be responsible for the finance/budget committee
- regularly monitoring and comparing the actual revenues and expenses

**Reports.**

- create financial reports each month to present to the Board. Reports include balance sheet, income statement (P&L report), income statement for the current month and income statement by class.
- The Treasurer is also generally responsible for completing, or ensuring the completion of, required financial reporting forms (including the IRS Form 990) in a timely manner and making these forms available for the Board’s review.

**Financial Liaison** The Treasurer will learn the organization’s finances and the applicable laws, expenditures. Ultimately, while financial management is the primary focus of the Treasurer, the entire Board shares the responsibility of financial oversight and accountability.

**Qualifications**
Artsbridge seeks a treasurer that has some financial background and have some knowledge of 501c (3) nonprofit accounting principles and IRS requirements for filing annual 990 reports.

Artsbridge is flexible in years of experience but will want he/she to have knowledge and experience with financial operations such as:

- Checking account management including reconciliation
- Filing of nonprofit federal income tax statements (990)
- Simple/basic financial reporting for/to the Board of Directors
- Using QuickBooks financial management tools
- Experience with MS Word/Excel software

**Contact:**
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