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## **Position: Treasurer / Penns Valley Conservation Association Board of Directors**

The Penns Valley Conservation Association (PVCA) is a progressive watershed based non-profit organization nestled in the heart of the Upper Penns Creek watershed. PVCA works closely with government agencies, private foundations, and other conservation allies, and has established itself as an effective and prominent community-based conservation organization, acting as steward for the natural and cultural communities of the upper Penns Creek watershed for more than 30 years.

We are seeking a dynamic and motivated individual who is interested in obtaining appointment to our Board of Directors (BoD) in the position of Treasurer. This unique volunteer position is a rewarding opportunity to give back to the community and assist in the governance of an organization. The Treasurer is responsible to oversee PVCA's financial matters in line with good practice and in accordance with the organizational bylaws and other legal requirements, and to report to the BoD at regular intervals about the financial health of the organization. As a director you will be required to meet monthly to administer to the business of the Board, and as a member of the Executive and Finance Committees. Previous experience on a not-for-profit board and familiarity with accounting practices would be assets. Time commitment varies, but we anticipate the need for between 20-30 hours/month. Ideally, our Board members commit to serve a 2- or 3-year term.

The Treasurer will work to provide guidance in fiscal planning, assist to develop an annual budget, and to provide regular reports to the BoD and external funding agencies. The Board Treasurer is an executive and voting member of the Board of Directors of the organization and appointed in a manner consistent with the bylaws. S/he is accountable to the Board for the fulfillment of the duties and responsibilities outlined below.

### **Primary Responsibilities**

- Oversee the development of high-level financial policies and their review by the board.
- Assist in the preparation of the annual budget and its presentation to the board for review.
- Ensure that the appropriate monthly or quarterly financial statements are compiled and reviewed by the board.
- Ensure that the board regularly monitors the organization's financial performance and alerts it to any important discrepancies between planned and actual figures.
- Work with contract accountants to ensure that the organization maintains the appropriate financial books and records and that these are accurate and up to date.
- Ensure that government tax filings and remittances are submitted on a timely basis.
- Ensure that payroll and other liabilities are settled in a timely manner.
- Act as chairperson of the Finance Committee and serve as a co-signer of checks.

### **Qualifications**

- A commitment to the organization's mission and strategic direction.
- An understanding of and experience with good financial management and reporting practices, by trade or training.
- An appreciation of the kind of level of financial information needed at a board level to support decision making.
- The ability to commit the time required to fulfill the responsibilities described.

If this sounds like a good fit, please submit a letter of interest and resumé to: [info@pennsvalley.net](mailto:info@pennsvalley.net).