



1. Job title: Board Treasurer

2. Job description:

The Treasurer shall cause regular books of account to be kept, and shall render to the Board of Directors quarterly, at the Board of Directors meeting, an account of the financial condition of the Corporation, shall deliver an annual report at the annual meeting, and shall perform all other duties properly required of the Treasurer by the Board of Directors. The Treasurer shall have voice and vote at all Board of Directors meetings.

The Treasurer is appointed by the Board of Directors and is to hold office for a two-year term, or until a successor is elected and qualified, and is eligible for re-election for one additional consecutive two-year term.

3. Responsibilities:

- Must attend **ALL** quarterly board meetings
- Reports to the Executive Director monthly regarding bank balance.
- Creates a Google spreadsheet for the checkbook ledger or uses QuickBooks at the treasurer's discretion.
- Reconciles bank account(s) to produce financial statements and maintain up-to-date ledgers
- Manages the Board's review of, and action related to, the Board's financial responsibilities.
- Works with the Executive Director to ensure that appropriate financial reports are made available to the Board on a timely basis.
- Assists the Executive Director in preparing the annual budget, and presenting the budget to the Board for approval.
- Works with the Executive Director to develop Fiscal Policies for recommendation to the Board to ensure the financial integrity and sustainability of the organization.
- Works with the Executive Director to develop long-term financial strategies.
- Keeps currently informed of legal, regulatory and sector developments relating to the Board's financial responsibilities.

4. Requirements:

- Personal commitment to devote the time necessary to perform the responsibilities of Treasurer.
- Applicants must pass a background check.
- Applicants must supply three references.
- Applicants must have a High School diploma.
- The applicant must have experience developing and using Excel spreadsheets.
- The applicant must have a good working knowledge of Google Drive and Google Spreadsheets.



5. Preferred Qualifications

- Understanding of financial accounting for nonprofit organizations.

6. The company's mission

Our goal is to provide a supportive place for trans people around the world to compete in bodybuilding and powerlifting, no matter where they are on the transgender or non-binary/gender non-conforming spectrum. Our mission is to create a safe space for transgender, non-binary, and gender non-conforming (TNBGNC) people to explore and express their identities in an inclusive environment.

7. Provide compensation information

The time commitment for this position is estimated at 3 hours per month. This is a volunteer position.

Application

Name:

Pronouns:

Email address:

Phone number:

Gender Identity: (Optional)

Mailing Address:

Send resume and cover letter by email only to contact@iatbp.org attention Bucky Motter, Executive Director.

No calls please. IATBP cannot return phone calls about the position and does not notify applicants of status except when an interview is granted.

The International Association of Trans Bodybuilders and Powerlifters (IATBP) is committed to building and maintaining a board and staff that reflects the diverse community it represents.



IATBP is an equal opportunity employer. Transgender, non-binary, and gender non-conforming (TNBGNC) people, people of color, indigenous people, (BIPOC), people living with disabilities, immigrants, and individuals living with HIV are encouraged to apply.