



SEEKING BOARD TREASURER

February 25, 2009

Sustainable West Seattle (SWS) is a non-profit organization that educates and advocates for urban sustainability in our local community. We envision a West Seattle community of empowered citizens actively leading one another toward greater self-reliance, local democracy, social justice, and existence in harmony with life on earth.

We are currently seeking a local person to join our **Coordinating Council** (or "CC", our board of directors) and serve as our volunteer **Treasurer**.

The Treasurer works with volunteers to manage the financial affairs of SWS as chief financial and accounting officer. They are in charge of coordinating the administration of day to day bookkeeping, cash processing and paying of bills financial affairs, funds, valuable papers, and keeping accurate records in accordance with generally accepted accounting principles.

Specific Treasurer duties include:

- Serves as a member of the CC, and ensures that its financial policies are being followed.
- Maintains all bank accounts and ultimately oversees all financial transactions.
- Ensure that transactions are entered into Quick Books for processing & reporting purposes.
- Chair the finance committee and Report to the CC and general membership on finances.
- Prepare/monitor the budget and any required financial reporting forms
- Coordinate search for qualified paid/volunteer bookkeeper or accountant, if needed.
- Work with accountant to complete 2009 tax return (990) preparation and annual audits.

The estimated time commitment is approximately 8 hours per month, not including monthly CC meetings at 7pm on the first Monday of each month. A bit more time may be required in the first 2 months to become oriented to the position and next spring when working with the bookkeeper or accountant to complete tax preparation and the annual audit.

Although the volunteer does not need to be a professional accountant, experience with book keeping or accounting is a must, and knowledge of Quick Books or Excel is required. This position is excellent for a current professional who is interested in sustainability issues, or a retired professional who would like to remain active in non-profit service.

Our new Treasurer will have the opportunity to be part of an organization that is making a substantial and innovative impact on sustainability issues in our community, and help to build a better future for everyone living in the West Seattle neighborhood.

There is no cutoff date for consideration of interested volunteers, this position is open until filled. **If you are interested in serving in this position, please contact our Acting Treasurer Brian Allen at (206) 973-7374 or treasurer@sustainablewestseattle.org.**