

# TREASURER WANTED

## JOIN THE P.L.A.I.N. BOARD

The treasurer is a wonderful and meaningful volunteer opportunity. The treasurer is a member of and communicates directly with the Board. The treasurer manages the budget preparation and presentation of the budget to the board. The Treasurer answers any questions board members might have about the budget and financial state of the organization.

### MINIMUM EXPERIENCE

- Interest in finance
- Willingness to learn ZipBooks, the online financial record keeping software
- Willingness to be trained and guided by interim-Treasurer
- Attend monthly ZOOM meetings and deliver financial reports
- Some experience with spreadsheet software (Excel, Google Spreadsheet, etc.
- Utilize non-violent methods of communication and interaction when conflict arises
- Maintain a positive attitude with solutions-driven communication
- Able to commit to a minimum of one year

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For more information & to apply • [cburgamy@gmail.com](mailto:cburgamy@gmail.com)