



**GUNPOWDER  
VALLEY  
CONSERVANCY**

### **Treasurer and Member, Board of Directors**

Gunpowder Valley Conservancy (GVC), a non-profit land trust and conservation organization located in Baltimore County, Maryland, is seeking one or two individuals to serve as Treasurer for our organization. This is an ideal opportunity for a person seeking to share their vast experience in accounting with a nonprofit organization that focuses on habitat restoration, land preservation, and environmental education.

#### **Position term, schedule:**

- This volunteer will serve a three-year term as Treasurer and a member of the Board of Directors and Executive Committee
- Most work can occur on your own specific schedule. Meetings are mostly evenings and are a combination of remote and in person.
- Service on GVC's Board of Directors is without remuneration.

#### **Responsibilities:**

- Attend Board Meetings and present summarized financials of the GVC.
- Schedule and lead a minimum 4 quarterly Finance Committee meetings prior to quarterly Executive Committee/Board meetings.
- Meet with the Executive Director and contracted External Accounting firm once a month to review financial issues/concerns, including managing cash and preparing cash flow projections in coordination with the Executive Director, Program Leadership and the External Accountant. Review Quarterly Financial Statements and present to the Finance Committee, Executive Committee, and Board of Directors.
- Participate in Quarterly and ad hoc Executive Committee Meetings and email Discussions about urgent/important business issues.
- Review and ensure tax filings are done properly and on-time by the external accountant, including Form 990, 1099's, W-2s, and contribution acknowledgements/tax statements.
- Register with charitable solicitation agencies in any state where we fundraise
- Manage bank relationships and review bank statements/reconciliations and ensure adequate cash flow, including monitoring use of the line of credit, as needed.
- Review investment options with the Finance Committee at least once a year.
- Coordinate with and meet at least once a quarter with other Committee Chairs/Functional Areas to understand financial issues and concerns (e.g. Education & Restoration, Land Preservation, Development, etc.).
- Together with Executive Director, identify and address risks to organization's assets and data, manage insurance.
- Track their own volunteer time
- Together with the Executive Director, prepare the annual budget to be presented to the Finance Committee in October and approved by the Board in November. Fiscal year is January to December.
- Maintain a working relationship with the External Accounting firm. Annually review firm's performance. Re-bid accounting contract every five years.
- Recruit and train Finance Committee members and the next Treasurer

#### **Knowledge, Skills, and Abilities:**

Ideal candidates will have the following qualifications:

- Professional experience in accounting, finance, bookkeeping, or a related field, leadership accomplishments and/or potential in business, government, philanthropy, or the nonprofit sector
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the Gunpowder Watershed

**How to Apply:** Please email your resume and a brief cover letter to Kim Tucker, Executive Director ([ktucker@gunpowdervc.org](mailto:ktucker@gunpowdervc.org)) with the subject line "Board Treasurer Position Interest". Review of applications will begin immediately.