

Position Title - Treasurer

Position Description (Summary)

Are you naturally organized or business minded? Do you like working with financial accounts? Would you like to use your passion to help students develop and use their imaginations to improve our world? If you are an organized self-starter who is looking to give back, we are looking for you!

Position Description

The Treasurer for Montana Destination Imagination is an executive and voting member of the board of directors of the organization. The Treasurer is one with basic bookkeeping skills who can create a simple budget, keep a general ledger, make bank deposits and write checks. The Treasurer will ensure accurate and complete financial reporting and proper maintenance of financial records. As a volunteer for MTDI the Treasurer will support the vision and the mission of the organization, and will act responsibly and prudently.

Primary Duties

- Receive all moneys and securities belonging to Montana Creativity Quest, Inc.
- Pay all bills of Montana Creativity Quest, Inc. and keep accurate records of all financial transactions.
- With the assistance of the Executive Board, prepare an annual budget and a complete financial statement.
- Work with the Executive Director to ensure that appropriate financial reports are made available to the board on a timely basis and reported at board meetings
- Manage and maintain bank accounts, credit cards, and investments.
- Ensure that bills are paid on time and that cash flow remains positive.
- Oversee the development of the organization's financial policies including check signing authority, expense reimbursement, credit card usage, and petty cash policies

Interest Area

- Children
- Creativity
- Organizational Development
- Interested in being a community leader
- Recognizes the power of youth-adult partnerships
- Willing and able to fulfill board member responsibilities

Location

Montana: -preferably where there is a strong interest to develop the DI program

Date/Time Commitment

Year round. Bills and accounts are paid monthly. There are a minimum of two board meetings per year with one in person meeting. The majority of meetings are held via webinar or teleconference. Time commitment varies quarterly.

Jan-Mar 3 hours/month Apr-June 6 hours/month

July-Sept 3 hours/month Oct-Dec 3 hours/month

Age of Suitable Volunteers

21+

Required Skills/Qualifications (Training Requirements)

- Good at decision making and leadership skills
- Team player and
- Able to work independently
- Strong communication skills
- Able to fulfill board's fiduciary and legal oversight responsibilities
- Have an orderly mind and methodical way of thinking
- Have an eye for detail and strong organizational skills

Specific Skills

- Background in book keeping or accounting experience preferred
- Knowledge of Quicken and/or Quick Books
- Experience in financial control and budgeting