ANIMAL CARE FOUNDATION

Position Type: Volunteer Board Member (Unpaid)
Position Title: Assistant Treasurer
Term & Commitment: 2-year term; 3 to 4 hours per month.
Meetings: 1-2 Quarterly, hosted virtually with flexible meeting times.

ROLE SUMMARY

The Assistant Treasurer Board Member supports high-level financial analysis, internal audit oversight, and technical accounting standards for the Animal Care Foundation. Working closely with the Treasurer, this role helps keep track of financial data that will allow for sustainable growth.

CORE EXPECTATIONS

- Advocate for the foundation's mission and initiatives within the community.
- Help prepare for, attend, and constructively participate in all quarterly board meetings.
- Help review and vote on operational budgets, policy revisions, and organizational strategy.
- Act in strict compliance with legal and fiduciary duties required of a 501(c)(3) board.

SPECIALIZED RESPONSIBILITIES

- Review balance sheets, income statements, and cash flow forecasts for accuracy and GAAP compliance.
- Assist with conducting internal financial reviews to ensure strong internal controls and fraud prevention. Provide technical accounting guidance on restricted vs. unrestricted funding and grant tracking.
- Assist in preparing detailed annual financial summaries for donors, grant makers, and regulatory agencies.
- Assist in entering data into QuickBooks.

HOW TO APPLY

If this sounds like something that's up your alley and you would like to apply for this position, please reach out to Heather@AnimalCareFoundation.org with a letter of introduction.