

Treasurer

Bay Area Climbers Coalition

Bay Area Climbers Coalition Mission Statement:

The Bay Area Climbers Coalition is a volunteer run 501(c)(3) non-profit organization focused on preserving access to our local outdoor areas by actively fostering positive relationships with land managers, hosting stewardship events, and providing educational programming for the climbing community.

Position Summary:

The Treasurer is an extremely important and very active board member position within the Bay Area Climbers Coalition. The Treasurer is responsible for maintaining the financial records and overseeing the financial management of the organization. As an official 501(c)(3) non-profit organization, the management of our financial records is a huge priority and ensures the organization's ability to continue our support of climbing areas throughout the Bay Area. In addition, the treasurer is responsible for our annual Federal and State of California tax filings. While our preference is to have someone in this position with familiarity with financial management and bookkeeping, we are very open to people without this background who are seriously committed to the organization and putting in the time to rock this role.

Key Responsibilities and Duties:

- prepare monthly and annual Treasurer Reports, and present reports at board meetings
- manage assets of the BACC in accordance with the by-laws and financial best practices
- maintain a bookkeeping system and manage bank accounts; ensure that regular and accurate bank reconciliations take place
- manage insurance policies
- work with procurement manager on merchandise and equipment purchases
- work with board members to create and monitor budgets for projects and fundraising
- review and authorize all expenditures with the Board, and ensure timely reimbursements of approved expenditures
- receive all donations, keep track of donors, send thank-you letters and donation letters for tax purposes
- prepare and submit the necessary annual paperwork to the IRS and other governing bodies per our 501(c)(3) non-profit status, and file the annual Federal and State of California taxes
- prepare and submit statements of information to the California Secretary of State
- attend BACC Board meetings (in person or remotely)

Qualifications:

- a willingness to devote the necessary time and effort to the position
- ability to work effectively as a team member
- access to a computer and some experience using spreadsheets (or willing to learn)
- financial management or bookkeeping experience preferred
- attention to detail and an ability to keep accurate records

Time Commitment:

- expected to commit on average 6-8 hours per month
- attendance at monthly board meetings - 1.5 to 2 hours per month

- at least 1 year commitment to position