

Board Position

Treasurer

Mission: The Three Rivers Fibershed (TRF) develops decentralized textile economies that build soil health and protect the wellbeing of our shared biosphere within a 175 mile radius of Minneapolis.

Position: The Three Rivers Fibershed seeks a Treasurer to ensure good fiscal planning, decision-making and oversight and that the organization handles money with high standards, using generally accepted accounting principles. Currently, TRF is an all-volunteer run organization, and the Treasurer will also act as the bookkeeper.

Responsibilities:

- Provide financial oversight.
- Act as bookkeeper, ensuring that TRF maintains the appropriate financial books and records and that these are accurate and up-to-date.
- Serve as a signing officer for TRF.
- Lead budget development and evaluate TRF's financial events, trends, and issues throughout the year.
- Prepare timely financial reports.
- Verify that donations are handled appropriately and that grants and service delivery contracts are accounted for in accordance with the requirements of funders.
- Ensure that government filings and remittances are submitted on a timely basis, including 990/postcard return and filing with the Secretary of State and Attorney General in MN and potentially other states.
- Oversee the development and implementation of financial policies and their review by the board.
- Identify and manage risk.
- Train a successor and ensure a smooth transition.
- Attend and present at monthly board meetings.
- Serve as a member of the Executive Committee and other committees, as needed and possible.
- Represent TRF at various events throughout the year, as possible.

Skills: An understanding of, and experience with, good financial management and reporting practices, particularly in relation to nonprofits, and familiarity with basic nonprofit tax law. An appreciation of the kind and level of financial information needed at a board level to support decision making, fiscal integrity, and risk management. Bookkeeping skills. Comfortable working with Quickbooks. Familiarity with Stripe and Square a plus. Comfortable working with the Google Suite for email communications and maintaining files. An ability to commit the time required to fulfill the responsibilities described. Commitment to the fibershed ethos.

Setting: Remote. Will need access to internet for monthly virtual board meetings and completing weekly operational work for the organization.

Interested parties should send a resume and a brief statement of interest to Maddy Bartsch at hello@threeriversfibershed.org. Qualified parties will be contacted for virtual interviews.