



Someone To Tell It To

922 N 3rd St, Harrisburg, PA 17102

Cultivating meaningful relationships through compassionate listening, education, and training others to do the same.

Board Treasurer

Someone To Tell It To (STTIT), a nonprofit 501(c)(3) organization, seeks a volunteer to serve as board treasurer. STTIT provides compassionate listening, listening training, and listening education services. STTIT is committed to diversity, equity, inclusion, and belonging throughout all aspects of the nonprofit.

This treasurer position could be performed remotely by someone who is organized and has a little accounting background. The person in this role will support and honor the vision, mission, culture, and core values of STTIT. For more information on the organization, please visit <https://someonetotellitto.org>.

Purpose:

The treasurer ensures that current records are maintained, reflecting the financial condition of STTIT. These records include cash, outstanding advances, investments, accounts receivable and other assets, accounts payables, and fund balances (net assets).

Responsibilities:

- Maintain knowledge of the organization and personal commitment to its goals and objectives
- Understand financial accounting for nonprofit organizations
- Serve as financial officer of the organization, chairperson of the finance committee, and as a member of the Board's Executive Committee
- Manage, with the finance committee, the board's review of and action related to the board's financial responsibilities
- Work with the co-founders and the COO to ensure that appropriate financial reports are made available to the board on a timely basis
- Assist the co-founders and the COO in preparing the annual budget and presenting the budget to the board for approval
- Assist tax preparer in gathering information for 990 tax return

Elected By: Board

Length of Term: Three Years

Time Commitment: As required to accomplish major duties

Reporting: The treasurer reports to the board chair and to the board