**Treasurer**

Benevolent Kicks is seeking a Treasurer to join the team as a board member. In this role, you will be Benevolent Kick’s top financial officer by working with the other members to maintain the budget, reports and being the financial liaison between the group and the community.

**Duties and Responsibilities:**

* Partnering with the board chairman and executive director, they develop and administers the annual budget.
* They also create policies and best practices surrounding the organization's financial management procedures. Nonprofits are given special tax treatment by the government. As a result, it is important for the treasurer to remain current on regulations to ensure the organization's legal compliance.
* Create, organize, and maintain reports and records of the finances for Benevolent Kicks to keep track of the fiscal health of the organization.
* Translate financial concepts and information to those that do not have a financial background to facilitate and encourage the board’s strategic thinking about the short- and long-term goals to meet and maintain the financial vitality of the organization.
* Regularly assess risks and whether and how such risks should be mitigated.
* Have the organization’s financials audited whenever required or advisable.

**Skills and Qualifications (Required):**

* At least three years of professional experience in finance or budget planning.
* Experience in accounting is also a valuable asset for helping with the management of your company’s finances.
* Education:
	+ Bachelor’s degree in finance, business administration, economics, or other related disciplines.
	+ Master’s degree in finance or a business-related discipline is a strong asset to the position (Highly preferred)