

# DIRECTOR OF FINANCE

PALS Doulas is a trusted organization that promotes and supports birth doulas in the greater Puget Sound region. Our mission is to be a welcoming and relevant resource for birth doulas that builds community, provides mentorship and offers educational opportunities to support its members. The goal of the treasurer is to manage, organize and present the monetary elements of the organization.

## **Important Aspects:**

- monthly financial reports (currently, BECU and Stripe)
- member of the executive team
- Coordinate with Bookkeeper to for Quickbooks management
- pay bills and provide reimbursements

## **Time commitment:**

4-5 hours of work per week, some independent and some at board meetings. Attendance at monthly board meetings, a monthly executive committee meeting (when needed), and the yearly fall board retreat are mandatory. December and January are usually more demanding because of year-end taxes and budgeting.

## **Responsibilities:**

- Process checks for expense reimbursements, vendors, regular expenses (*currently, P.O. Box*) and others and communicate with the Bookkeeper. Review monthly deposit reports and verify totals. Tracking primarily electronic payments, with occasional checks.
- Communicate with PALS' Bookkeeper and President regarding financial postings
- Reconcile financial accounts (Checking, Savings, Stripe, Accounts Receivable) with Bookkeeper through monthly reports.
- Investigate and clarify uncertain receipts and correct through coordination with the web store.
- Create additional reports as requested using Quickbooks software.
- Produce monthly P&L and Balance sheet reports for Board meetings, monthly
- Create an annual budget with input from board members (typically at fall retreat). Report status of actual versus budget to Board monthly
- Attend monthly board meetings.
- Calculate and pay quarterly taxes
- Submit annual federal 501c (6) report
- Act as a member of the Executive Team and engage with all activities listed under its responsibilities
- Pick up mail from PALS P.O. Box regularly. Scan and forward relevant mail to appropriate Board members/Chairs.
- Go in person to the bank at least twice - once upon starting the position and once at the end - to transfer control of account between incoming/outgoing Treasurers.