



# IDAHO FINANCIAL LITERACY COALITION

**Job Description:** IFLC Treasurer

**Organization:** Idaho Financial Literacy Coalition

**Position Summary:**

The IFLC Treasurer is a key *volunteer* position responsible for overseeing the financial health of the organization. This role requires a solid understanding of basic accounting principles and a commitment to ensuring accurate and timely financial reporting. The Treasurer will work closely with the Board of Directors, members, and external advisors to maintain financial integrity and support the organization's mission.

**Responsibilities:**

- **Financial Reporting:**
  - Prepare and analyze monthly financial statements, including income statements, balance sheets, and cash flow statements.
  - Ensure accurate and timely submission of required financial reports to regulatory agencies.
  - Monitor and manage the organization's budget, identifying areas for improvement and cost-saving measures.
- **Accounting:**
  - Maintain accurate financial records and reconcile bank accounts.
  - Oversee the preparation and filing of federal and state registrations.
  - Assist with the development and implementation of financial policies and procedures.
- **Board Support:**
  - Attend monthly Board meetings and provide regular updates on the financial health of the organization.
  - Advise the Board on financial matters and recommend appropriate courses of action.
  - Participate in strategic planning and fundraising efforts.
- **Community Engagement:**
  - Represent the organization at community events and meetings.
  - Promote financial literacy and advocate for the organization's mission.

**Qualifications:**

- Bachelor's degree in accounting, finance, or a related field preferred.
- Strong understanding of basic accounting principles and financial analysis.
- Experience with nonprofit accounting and financial reporting.
- Excellent organizational and analytical skills.
- Attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Commitment to the organization's mission and goals.

**Time Commitment:**

Approximately 12-15 hours per month.

**Benefits:**

- Opportunity to make a significant impact on the community.
- Gain valuable experience in nonprofit management and finance.
- Network with like-minded individuals and professionals.

We rock and so do you. Come play and make a difference in the great state of Idaho.

Submit your cover letter and resume to [idahofinancialliteracy@gmail.com](mailto:idahofinancialliteracy@gmail.com)