

Volunteer Position Description
Friends of the Hylebos
PO Box 24971, Federal Way WA 98093
(253) 874-2005
www.hylebos.org

Position: Treasurer

Position Description: The treasurer is an officer of the Friends of the Hylebos board of directors and is responsible for reviewing and reporting on the finances of the organization to the board of directors on a monthly basis. The treasurer also chairs the board's financial committee which assists the Executive Director in budget development, and makes recommendations to the board regarding financial management practices.

Time Commitment: The estimated base time commitment of the Treasurer is 2-5 hours per month. This includes monthly board meetings. The board meets the 4th Monday of each month at 7 p.m.

Financial Systems: The organization's financial systems are maintained on Quickbooks. Staff and third party bookkeepers handle day-to-day processing of receipts and account reconciliations. The Friends contracts with an independent auditing firm for an annual financial audit.

Organization Description: The Friends of the Hylebos is a nonprofit conservation organization working to protect and restore the environmental quality of Hylebos Creek, the West Hylebos Wetlands, and the surrounding watershed. More information about the Friends and volunteer opportunities can be found at the group's website, www.hylebos.org, or by calling 253-874-2005.