



The Friendship Center

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1430 Sanders St. • Helena, MT 59601

Position Description *Board Treasurer*

About The Friendship Center

Founded in 1971, the Friendship Center is the #1 community resource for addressing and preventing domestic violence, sexual assault, and stalking in Lewis and Clark, Broadwater, and Jefferson counties. We serve clients of all genders and backgrounds through free and confidential services including shelter, advocacy, and education.

Our mission is to be a safe haven for victims of domestic violence, sexual assault, and stalking as we empower our community to flourish in relationships free from violence. We do our work so that every person in the tri-county area can thrive in safe and healthy relationships.

Position Overview

The Friendship Center (TFC) is seeking a Treasurer to join our governing board.

As Treasurer, you will work closely with the Finance Director and Executive Director to support and oversee the financial operations of our organization. We are looking for someone with a financial background to play an active role in our budgeting and audit processes.

We expect that TFC will meet the threshold for a single audit for the first time in the coming years. We are seeking a Treasurer who will actively support our organization through this process.

This is a volunteer position that requires a commitment to the organization and its objectives. Our board meets 4:00 - 5:30 PM on the third Thursday of each month.

To Apply

If you're interested in joining our board of directors as Treasurer, email TFC Executive Director Gina Boesdorfer at gina.b@thefriendshipcenter.org.

Position Responsibilities

Financial Management:

- Work with Finance Director and Finance Committee to develop and review financial policies, procedures, and controls to ensure efficient and effective management, as well as compliance with relevant accounting standards, legal requirements, and regulatory obligations.
- Lead Finance Committee to review quarterly financial reports and annual financial statements to present to the board of directors.
- Support the budgeting process and collaborate with staff and Finance Committee to develop an annual budget that aligns with the organization's strategic plan.

Financial Planning and Analysis:

- Provide financial guidance and support to the board of directors, Executive Director, and Finance Director.
- Identify financial risks and opportunities and propose strategies for mitigating risks and maximizing opportunities.
- Work with agency staff and board to develop and implement an ongoing review of effective strategies for cash management, including cash reserves, short-term investments, and banking relationships.

Compliance and Reporting:

- Ensure compliance with all relevant financial laws, regulations, and reporting requirements.
- Participate and work with the Finance Director to ensure an annual external audit of the organization's financial records.

Board Collaboration:

- Collaborate effectively with other board members, offering financial expertise and insights to support decision-making.
- Participate actively in board meetings and lead the Finance Committee, providing updates on financial matters and responding to inquiries from fellow board members.
- Engage in strategic discussions and planning sessions, contributing to the overall direction and sustainability of the organization.

Qualifications and Skills

- Certified Professional Accountant with experience in nonprofit accounting and a single audit preferred.
- Experience in financial management, accounting, or treasury roles, preferably in the nonprofit sector.
- Strong knowledge of accounting principles, financial reporting, budgeting, and cash flow management.
- Familiarity with relevant laws, regulations, and compliance requirements for nonprofit organizations.
- Excellent analytical and problem-solving skills, with the ability to interpret complex financial data and make strategic recommendations.
- Strong organizational and time management abilities, with attention to detail and accuracy.
- Effective communication and interpersonal skills, with the ability to build collaborative relationships and work well in a team.
- Demonstrated commitment to the mission and values of the nonprofit organization.