

# Treasurer



## Details

**Team:** Executive Committee

**Time:** Volunteer position, 5-10 hours per week

**Location:** Remote, flexible within the U.S.

**Additional Requirements:** Attendance at the in-person Leadership Team retreat (varies in location within the U.S. year to year). Lodging for all Leadership Team members and need-based travel assistance provided.

## About Engineers for a Sustainable World

Engineers for a Sustainable World (ESW) is nonprofit dedicated to empowering engineers to tackle sustainability challenges. We believe that engineers, and anyone who loves to solve problems, are key to solving today's biggest sustainability challenges. Founded in 2002, ESW is an international network of over 1,750 members and more than 45 collegiate chapters working to build a more sustainable world through technical hands-on projects. Since its founding, ESW has supported over 300 chapter-led projects in 12 countries and 23 states and Canadian provinces.

## Overview

The Treasurer is responsible for overseeing the management of the financial affairs of the organization, including reconciling bank statements, and managing cash flow. The treasurer will also be responsible for preparing and facilitating the preparation of an annual budget with the COO, Executive Director and Board of Directors, and will regularly monitor and compare the actual revenues and expenses incurred against such a budget.

**To apply, please send a cover letter and resumé/CV to [apply@eswusa.org](mailto:apply@eswusa.org). Please contact us with any questions you may have as well.**

## Responsibilities

The Treasurer will be responsible for:

- Managing with the Executive Director and COO, the Board's review of, and action related to, the Board's financial responsibilities.
- Works with the Executive Director and COO to ensure that appropriate financial reports are made available to the Board on a timely basis.
- Assists the Executive Director in preparing the annual budget, fundraising goals, and presenting the budget to the Board for approval.
- Works with the Executive Director and Board of Directors to develop long-term financial strategies.

## Qualifications

- Comfort with accounting principles and financial management. Experience with QuickBooks Online useful but not required.
- Passion for sustainability and technical problem solving
- Strong verbal and written communication skills
- Experience working collaboratively on a team. Digital teams preferred.

- Willingness and excitement to learn the ins and outs of nonprofit leadership. We will coach and mentor you in the skills needed to do this work.
- Experience using digital tools such as Google Suite, Slack, and video conference (we use Zoom).
- Willingness to meet regularly with other team members to problem-solve, celebrate successes, and plan next steps