

Treasurer Needed for Friends of the Westwood Library (Westwood FOL)

About Us:

Friends of the Westwood Library (Westwood FOL) is a dedicated non-profit organization that supports and enhances the programs and services of the Westwood Library. We are a passionate group of community members committed to fostering a love of reading and lifelong learning.

Position:

Treasurer

Location:

Westwood, MA

Role Summary:

We are seeking a detail-oriented and reliable Treasurer to join our board. The Treasurer will be responsible for managing the inflows and outflows of donated funds, working with our accountant to file annual taxes, and presenting quarterly financial results to the FOL board. This role requires familiarity with QuickBooks, our financial management software.

Key Responsibilities:

- Oversee the management of donated funds, ensuring accurate tracking of inflows and outflows.
- Collaborate with our accountant to prepare and file annual tax returns.
- Present quarterly financial reports to the FOL board, providing clear insights into our financial status.
- Maintain accurate financial records using QuickBooks.
- Monitor the organization's financial health and provide strategic financial guidance to the board.
- Be responsive to the library staff's last minute requests and financial needs
- Regularly check the library's mailbox for tax and financial related materials

Qualifications:

- Experience in financial management or accounting.
- Proficiency with QuickBooks.
- Strong organizational skills and attention to detail.
- Ability to present financial information clearly to a non-financial audience.
- Commitment to the mission and values of Friends of the Westwood Library.

Time Commitment:

Approximately 5-10 hours per month, with additional time required during tax season and for quarterly board meetings.

Benefits:

- Opportunity to make a meaningful impact on the Westwood community.
- Gain experience in non-profit financial management.
- Collaborate with a dedicated and passionate team of volunteers.

How to Apply:

If you are interested in this volunteer opportunity, please send your resume and a brief statement of interest to folwestwood@gmail.com with the subject line Treasurer Application - Westwood FOL.

We look forward to welcoming a new member to our team who is as passionate about supporting the Westwood Library as we are!

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