



Job Title:	Treasurer	Job Category:	Financial
Location:	MN	Travel Required:	Up to 10%
Level/Salary Range:	Non-profit with incentives	Position Type:	Management
HR Contact:	Mainhia Ly	Date Posted:	11/14/2019
Will Train Applicant(s):	Yes-work with board team	Posting Expires:	Until Filled

Applications Accepted By:

EMAIL:

MNSEI.INC@GMAIL.COM

Subject Line: Treasurer Position

We are looking for a passionate and sharp individual who can oversee the financial administration of the organization, review procedures and financial reporting and advise the board on financial strategy on all financial events.

Job Description

ROLE AND RESPONSIBILITIES

- Partnering with President and VP, the Treasurer develops and administers the annual budget
- Creates policies and best practices with organizations financial management procedures (written guidelines and document of all state and federal rules and regulations for non-profit)
- Management of liquidity (money on hand for spending and investment) and ensuring availability of capital from outside sources
- Oversight of the Organization's Financial Administration
- Maintain relationships with bankers and investment groups (i.e. if decision for a revolving credit is need to augment working capital, the treasurer will initiate negotiations with commercial banks or if organization's plan for growth includes merging with or acquiring other entities, the treasurer would be involved with plans and negotiations)
- Review and Enforce Financial Policies and Procedures
- Generate Financial Reports on an annual, semi-annual and quarterly basis
- Oversees implementation of approved budget, allocating funds to units within organization and monitoring performance of units until goals are established (i.e. investment of funds)
- Reconcile bank statements, manage accounting software program, documenting all revenue and expenses and complying any report(s) as requested from board members

QUALIFICATIONS AND EDUCATION REQUIREMENTS

2+ years of financial or accounting background
 1+ year of customer service and/or business operations
 Critical thinking
 Integrity and good ethical behavior
 Aptitude for organization
 Strategic planning and creativity
 Clear communication with respect for diversity and inclusion
 Basic accounting skills



PREFERRED SKILLS

- ✓ Advanced accounting skills
- ✓ 4+ years with financial background
- ✓ Associate or Bachelor’s degree in finance, accounting, economics or business administration
- ✓ Professional certifications such as CPAs, Financial Analyst or financial accreditation

BOARD TEAM INCENTIVES

- ❖ **FREE MEMBERSHIP AND ACCESS TO EXCLUSIVE DISCOUNTS OF SEI**
- ❖ **ONE FREE MOVIE TICKET FROM ANY LOCATION PER MONTH (AFTER 60 DAYS ON BOARD)**
- ❖ **ONE FREE DMC CARD PER REGION FOR THE YEAR (AFTER 90 DAYS ON BOARD)-5 TOTAL**
- ❖ **ONE FREE VOUCHER FOR ANY GYM MEMBERSHIP PER YEAR**
- ❖ **ONE FREE TICKET PER CATEGORY PER CATEGORY FOR AMUSEMENT PARKS PER YEAR (1 MN ZOO ADULT/CHILD/SENIOR/PARKING, 1 VALLEY FAIR ADULT/CHILD/PARKING, ETC)**

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	