



**Organization Description:** Skate Like a Girl is a federally recognized non-profit organization that promotes confidence, leadership, and social justice through the vehicle of skateboarding. By centering non-traditional skateboarders in our programs and events, we seek to create an equitable skateboarding community where everyone can thrive. Currently we have 3 chapters in Seattle, Portland, and the San Francisco Bay Area, and serve an annual 10,000+ individuals each year.

**Job title:** Board Treasurer

**Reporting to:** Board Chair

**Wage:** Volunteer

**Hours:** 15/month (hourly commitment reviewed annually)

**Location:** Can be anywhere, but ideally in either Seattle, Portland, or SF Bay

The purpose of the Board Treasurer is to serve as a key leader of Skate Like a Girl, focusing on the areas of finance.

### **Key Responsibilities & Duties**

The Board Treasurer shall serve on the Finance Committee, preparing and presenting monthly financial presentations at Board meetings, reconcile major balance sheet accounts, support the Finance Director in creating the annual budget and any other matters as they arise, and more broadly watch for trends in cash flow and spending and recommend actions to the Board of Directors. Additionally, this position will work with the Board Chair and ED to oversee the activities of Skate Like a Girl to ensure that they are both in line with not only the law, but also the mission of Skate Like a Girl. As a general member of the Board, they will support the development of annual organizational goals and help to set goals and objectives for the Board to dovetail with staff and organizational goals and ensure that they are met. The Treasurer will serve as a key point of contact for Skate Like a Girl, which may include public speaking, attending major fundraisers and events, and being listed on Skate Like a Girl legal documents. Beyond finance specifics, this position must have a willingness to regularly participate in city meetings, networking events, and advocacy on behalf of the organization, both in person and virtually.

This document and more broadly, this role, is up for review annually.



Duties of the role	Estimated Time spent monthly	Key tasks
Support Monthly Board Meetings	5 hours/mo	<ul style="list-style-type: none"> <li>● Post monthly financials prior to monthly Board meeting on Slack</li> <li>● Prepare and present on prior month's financials</li> <li>● Watch for trends in cash flow and spending and recommend actions to the Board of Directors</li> <li>● Prepare and present on any other finance related issues as they arise</li> <li>● Present and call for a vote of the annual budget</li> <li>● Attend and participate in Skate Like a Girl Board Meetings</li> </ul>
General	3 hours/mo	<ul style="list-style-type: none"> <li>● Attend Skate Like a Girl fundraisers and Wheels of Fortune</li> <li>● Check emails weekly</li> <li>● Check Slack weekly</li> <li>● Be listed on key documents as Treasurer</li> <li>● Networking               <ul style="list-style-type: none"> <li>○ Ensuring role is listed on LinkedIn</li> <li>○ Sharing Skate Like a Girl activities on social media or other communication platforms</li> </ul> </li> </ul>
Serve on Finance Committee	7 hours/mo	<ul style="list-style-type: none"> <li>● Participate in bi-weekly Finance Committee meetings</li> <li>● Attend regular meetings, and communicate if you are unable to join</li> <li>● Work on projects related Finance Committee including annual budget creation</li> <li>● Manage/review monthly bank statements and quarterly 941 filings filed by Gusto</li> <li>● Review payroll transactions via Gusto</li> <li>● Reconcile Deferred Revenue between QuickBooks and Stripe along with Finance Committee</li> </ul>



		<ul style="list-style-type: none"><li>● Reconcile major balance sheet accounts</li><li>● Work with accounting firm to validate and file taxes in accordance with federal and state requirements in WA, OR, and CA</li><li>● Manage year-end close</li><li>● Provide periodic training on basic accounting/bookkeeping/coding transactions in QuickBooks</li><li>● Support Finance Committee with ensuring 1099s are filed annually</li><li>● Stay informed about legal and regulatory responsibilities for non-profit finances</li></ul>
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