

South River Foundation for Educational Excellence (SRFEE)



SRFEE was formed in 2015 with the purpose to enhance and expand enrichment opportunities for all students in the public school district of South River, NJ

Position Title: **Board Treasurer**

Position Description:

The **Board Treasurer** is responsible for providing support to the board of directors in support of the mission of the South River Foundation for Educational Excellence (SRFEE). The **Board Treasurer** will be responsible for working to achieve the vision & direction of the organization to best achieve the mission of SRFEE.

Qualifications:

- Previous experience in working for a financial institution/firm or in a structured financial capacity.
- Self-motivated; ability to take initiative
- Experience with volunteer support and management
- Excellent Interpersonal skills
- Highly organized
- Resourceful
- Computer Skills a must - Google Drive, G-Suite of products.
- Comfortable with Public Speaking either in person or virtually.

Responsibilities:

- Support the mission of SRFEE
- Attend monthly board meetings
- Create and maintain internal procedures and controls in accordance with best financial practices for a non-profit foundation
- Maintain all financial books and records.
- Reconcile & verify income and expenses with bank statements and QuickBooks accounting software.
- Liaison with the organization's CPA regarding the annual tax return & necessary IRS paperwork.
- Assume the responsibilities of the president in the absence of the Board President & Vice President.

SRFEE Mission

To ensure the highest level of educational innovation supporting students, faculty and staff with community involvement and a partnership of lifetime learning.

How to Apply

Visit www.srfee.org under the Support SRFEE

Hours

Estimate: **3-5 hours per month**. Additional time may be required during special fundraising events.

Benefits

Use your gifts to create educational opportunities for our students.
Become part of a talented, diverse and caring community.
Experience the gifts and talents of students/teachers that are empowered through education.

Volunteers are not paid because they're worthless, but because they're priceless"

Website: www.srfee.org Facebook: www.facebook.com/SouthRiverFEE Email: info@srfee.org

Mailing Address: [15 Montgomery Street, South River, NJ 08882](https://www.google.com/maps/place/15+Montgomery+Street,+South+River,+NJ+08882)

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