



Treasurer

Equality Loudoun

DETAILS

- Location: Loudoun County, VA
- Date: March 2023 - March 2025
- Salary Range: Volunteer
- Travel: Local and occasional regional travel
- Reports To: Executive Director
- Application Deadline: Not Open

ABOUT US

Equality Loudoun is a non-profit organization that advocates, educates, defends, and builds community to support LGBTQ+ equality in Loudoun County. Equality Loudoun envisions an inclusive community where LGBTQ+ people and other marginalized groups are fully embraced by active allies and can live safely and openly.

THE OPPORTUNITY

The Treasurer of an LGBTQIA+ nonprofit organization plays a crucial role in ensuring the financial stability, transparency, and accountability of the organization. They are responsible for managing the organization's financial resources, maintaining accurate financial records, and providing financial guidance to the board of directors. Equality Loudoun currently manages a financial profile in excess of \$100,000 annually and is responsible for the transparent accounting of its nonprofit expenditures and mission accountability.

RESPONSIBILITIES

Financial Management

- Develop and implement financial policies, procedures, and internal controls to safeguard the organization's assets and promote financial accountability.
- Prepare and manage the annual budget, ensuring alignment with the organization's strategic goals and objectives.
- Monitor the organization's income, expenses, and cash flow to ensure financial stability and sustainability.
- Oversee financial transactions, including accounts payable, accounts receivable, payroll, and banking activities.
- Collaborate with the governance board to review and analyze financial reports, providing insights and recommendations to the board of directors.

Record Keeping and Reporting

- Maintain accurate and up-to-date financial records, including ledgers, financial statements, and supporting documentation.
- Prepare and present financial reports for the board of directors, highlighting the organization's financial performance and key metrics.
- Ensure compliance with relevant accounting standards, tax regulations, and reporting requirements.
- Coordinate and assist with external audits or financial reviews as necessary.

Budgeting and Forecasting

- Work closely with the board of directors and executive team to develop the annual budget, considering programmatic goals and revenue projections.
- Monitor budget performance regularly, identifying variances and proposing corrective actions when necessary.
- Provide financial projections and forecasts to support strategic decision-making and resource allocation.

Financial Planning and Strategy

- Collaborate with the board of directors and executive team to develop long-term financial plans and strategies.
- Assess the financial implications of new initiatives, programs, or projects, providing guidance on their feasibility and sustainability.
- Evaluate funding opportunities, grants, and sponsorships to diversify revenue streams and support the organization's mission.

Compliance and Risk Management

- Ensure compliance with relevant financial regulations, laws, and reporting requirements, including tax filings and nonprofit status.
- Stay updated on changes in financial regulations and accounting standards, advising the organization on necessary actions or adjustments.
- Identify and mitigate financial risks by implementing appropriate internal controls and risk management practices.

REQUIREMENTS

- A strong commitment to LGBTQIA+ rights and advocacy.
- Solid knowledge of nonprofit financial management principles, accounting practices, and reporting standards.
- Experience in budgeting, financial analysis, and financial planning.
- Proficiency in financial software and tools, such as accounting software and spreadsheets.
- Strong analytical skills and attention to detail.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with diverse stakeholders, including board members, staff, and external partners.

- Familiarity with grant management and reporting is a plus.
- Relevant qualifications or certifications in finance or accounting are preferred.
- Demonstrate attention to detail and self-review
- Positive attitude, creative, mission-driven, self-directed
- Live in Loudoun County, VA

DETAILS

- Part-time volunteer position 5-10 hours/week. There are no employment benefits.
- Work-from-home position with periodic visits to program sites and events within Loudoun County, VA
- Job Type: 2-Year Appointment
- Benefits include a flexible schedule and high degree of community involvement