



Treasurer / Bookkeeper (Volunteer Position)

Reports to: Board of Directors

Term: Three-year term, appointed or re-elected by Board vote

Time Commitment: Approximately **10–15 hours per week** (varies by season)

About Fayette Humane Society

Fayette Humane Society (FHS) is a volunteer-run 501(c)(3) nonprofit dedicated to the rescue, care, and placement of dogs and cats in our community. We operate without a physical shelter and rely on foster homes, volunteers, and community support to carry out our mission.

The Treasurer / Bookkeeper plays a critical role in ensuring the organization's **financial integrity, transparency, and sustainability**.

Role Overview

The Treasurer / Bookkeeper serves in a fiduciary capacity and is responsible for **day-to-day bookkeeping** as well as **Board-level financial oversight**. At present, this role combines both Treasurer and bookkeeping responsibilities and works closely with the Board President and Finance Committee.

As the organization grows, some bookkeeping functions may be outsourced, and this role may evolve toward greater oversight and review.

This position is ideal for someone who is detail-oriented, highly reliable, comfortable with technology, and values strong internal controls in a volunteer environment.

Core Responsibilities

Financial Management & Bookkeeping

- Maintain accurate financial records for all FHS income and expenses
- Record and reconcile transactions across bank accounts, credit cards, and payment platforms
- Manage accounts payable, including veterinary bills, insurance premiums, and approved reimbursements
- Prepare and distribute donation receipts as needed
- Maintain organized, well-documented digital financial records

Technology & Systems

- Use **QuickBooks Online** as the primary accounting system

- Use **Google Sheets** for financial analysis, research, and tracking
- Manage files and records using **Google Drive**
- Communicate regularly via **Gmail**
- Support process improvements, automation, and documentation where appropriate

Oversight & Compliance

- Ensure compliance with internal financial policies and controls
- Support adherence to applicable regulations and licensing requirements (e.g., Georgia Department of Agriculture)
- Prepare financial documentation for annual tax filings and work with the organization's accountant
- Assist with audits or financial reviews if required

Reporting & Board Support

- Provide regular financial reports and updates to the Board
- Support budgeting for programs and fundraising events
- Work collaboratively with the Finance Committee and event committees
- Participate in Board and Finance Committee meetings as needed

Qualifications & Skills

Required

- **3–5 years of hands-on experience with QuickBooks Online**
- Strong bookkeeping or accounting background
- High proficiency with **Google Sheets** and comfort working in cloud-based systems
- Strong general computer skills and ability to learn new tools
- Excellent attention to detail and commitment to accuracy
- Ability to work independently, meet deadlines, and communicate clearly
- Willingness to serve as an active volunteer and comply with FHS policies

Preferred

- Experience with nonprofit or volunteer organizations
- Familiarity with internal controls and financial best practices
- CPA or formal accounting background (a plus, but not required)

Personal Attributes

- Trustworthy and ethical (ability to pass bonding or background checks if required)
- Organized, dependable, and responsive
- Comfortable asking questions and raising concerns
- Aligned with the mission and values of Fayette Humane Society

Location & Work Environment

- Work is primarily **remote**
- Occasional local errands (e.g., post office or bank) may be required
- Board and committee meetings are held locally or virtually

Additional Notes

As Fayette Humane Society continues to grow, this role may evolve to include **oversight of outsourced bookkeeping services**. Strong documentation practices, systems thinking, and comfort with process improvement will be especially valuable.