

Reports to: The Board of Directors

Goals:

- Be the Voice for animals that cannot speak for themselves, promoting FHS values including the importance of spay and neuter.
- Manage finances of the FHS organization

Position Function & Organizational Impact:

- Serve 3 year terms which are appointed or re-elected by Board of Directors vote
- Act in a fiduciary capacity to manage FHS's finances

Core responsibilities:

- Attend scheduled Volunteer and Board Meetings.
- Support and promote FHS philosophy, policies and procedures as set out in the FHS Handbook
- Ensure our organization is in compliance with all rules and regulations of our governing entities, such as the Department of Agriculture.
- Make sure that FHS internal guidelines, policies and procedures are being followed, and address non-compliance or issues with the parties involved.
- Collect and record funds received by FHS from fundraisers, personal and corporate donations.
- Prepare and distribute receipts to donors.
- Pay FHS invoices such as veterinary bills, insurance premiums, and any FHS licenses required in a timely fashion. Purchase foster supplies on an as needed basis.
- Manage financial accounting for the organization, ensuring all receipts and disbursements are recorded and all FHS accounts are reconciled.
- Prepare FHS tax preparation documentation for accountant.

Qualifications/Requirements:

- Must have solid bookkeeping / accounting and computer skills
- Must have experience with Quickbooks Online
- Must have experience with Google Applications
- Must be willing to be an active Fayette Humane Society volunteer.
- Must be at least 25 years of age with 3 years of active volunteer service with FHS or other rescue organization; exceptions may be approved by the Board of Directors
- Warm, friendly, enthusiastic personality
- Commitment to the FHS philosophy, policies and procedures as set out in the FHS Volunteer Handbook
- CPA experience a plus

Location of Work:

Work can be done at home, with trips to local post office to collect mail. Meeting are held locally but will vary as to exact location.