



Join [Howard County Historical Society's](#) Nonprofit Board – Board Treasurer

Are you passionate about making a difference in your community? We are seeking a dedicated and experienced individual to serve as **Treasurer** on our Board of Directors. This is a rewarding opportunity to contribute your financial expertise to help guide and support a vibrant and growing nonprofit with a mission of providing access to materials that aid in historical exploration, research and discovery for all ages and cultural groups.

We are a 501(c)(3) organization with an operating budget under \$500,000, four physical locations, and payroll for five staff (1 FT, 4 PT), plus rental income (property manager is in place). We have a paid bookkeeper that handles the monthly books, plus prepares tax documents and 990s. Your tasks would be oversight, monthly reports to the Board and sustainability of the organization's good financial standing.

Responsibilities:

- Oversee the organization's financial health and ensure accurate financial reporting.
- Work with the Executive Committee to develop and monitor the annual budget.
- Ensure compliance with financial policies and legal requirements.
- Provide regular financial updates and insights to the Board of Directors (10 meetings per year on the second Tuesday, half are held virtually)
- Assist in the preparation and review of financial statements and reports.
- Guide strategic financial planning to support long-term sustainability.
- Check signing authority for those few payments not handled through online processes.

Qualifications:

- Experience in finance, accounting, or financial management (CPA not required as we have a CPA/bookkeeper).
- Strong understanding of nonprofit financial management and reporting.
- Excellent organizational, communication, and analytical skills.
- Familiar with the use of QuickBooks, Square, and Excel.

Time Commitment:

- Elected Officers shall serve for two years or until their successor is elected
- Attend regular board meetings (90-minute evening meetings, monthly on the second Tuesday except August and December).
- Participate in Finance Committee meetings and key organizational events.
- Estimated 5-10 hours a week time commitment.

How to Apply:

If you are interested in joining our Board as Treasurer, please send a letter of interest and a resume to **Mark Poertner** at markpoertner@icloud.com. Open until filled.