

Near North Crime Stoppers

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nearnorthcrimestoppers.com

Membership Vacancy – Treasurer

The Near North Crime Stoppers Board of Directors is currently searching for a dynamic individual who is interested in obtaining an appointment to our board in the position of Treasurer. This unique volunteer position is a rewarding opportunity to give back to the community and assist in the governance of the organization.

As a director, you will be required to meet once a month to administer the business of the Board. In addition, as a Treasurer you may be required to meet more often depending on the duties of the committee.

Treasurer/Director – NNCS Board of Directors

As Treasurer, you will be responsible for:

- Ensure appropriate financial accounting and budget development to promote the smooth operation of the program with respect to all expense purposes
- Ensure that all monies received are deposited to the account
- Ensure an accurate financial record showing all revenues and expenses
- Ensure that all bank statements are reconciled
- Prepare a Treasurer's report for monthly board meetings
- Attend all regular and executive meetings as required by the chairperson
- Arrange to have all accounts audited
- Be familiar with all operating policies and by-laws
- Perform any other duties as required by the chairperson

Qualifications

- Be a minimum of 18 years old
- Not be a member of any law enforcement agency
- Have experience in book keeping /accounting
- Be willing to undergo a thorough background check and screening

How to apply

Interested candidates may submit a resume and application form to the membership committee at tracy@nearnorthcrimestoppers.com. If you have any questions, please do not hesitate to contact us. Please note that only those selected for further screening will be contacted. All appointments and memberships are conditional on a completed background investigation and board approval.