

# Near North Crime Stoppers

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nearnorthcrimestoppers.com

## Membership Vacancy – Board Director/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 is responsible for making the Board of directors aware of all significant financial occurrences in a timely and accurate manner.

### Treasurer/Director – NNCS Board of Directors

As Treasurer, you will be responsible for making the Board of directors aware of all significant financial occurrences in a timely and accurate manner. Specifically, the Treasurer will lead efforts in:

- Chairing the finance committee.
- Ensure appropriate financial accounting and budget development to promote the smooth operation of the program with respect to all expense purposes
- In partnership with the Executive Director, ensure that all monies received are deposited to the account and that all bank statements are reconciled; participating in audits when necessary.
- Ensure an accurate financial record showing all revenues and expenses
- Prepare a Treasurer's report for monthly board meetings
- Attend all regular and executive meetings as required by the chairperson
- 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
- Have around 5 hours per month to dedicate to the Board and broader committee/executive work.
- 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 [kim@nearnorthcrimestoppers.com](mailto:kim@nearnorthcrimestoppers.com). If you have any questions, please do not to hesitate to contact us. Please note only those selected for further screening will be contacted. All appointments and memberships are conditional on a completed background investigation.