

Treasurer Committee Member

About FIGT

Families in Global Transition is a welcoming forum for globally mobile, individuals, families, and those working with them. We promote cross-sector connections for sharing research and developing best practices that support the growth, success and well-being of people crossing cultures around the world.

Overview

- This is a volunteer/remote position.
- Be part of a committed team of volunteers who are passionate about the well-being and experiences of cross-cultural individuals and their families.

Responsibilities

- Verify that disbursements are handled properly.
- Execute bank transactions (mostly online, e.g. wire transfers, PayPal, electronic bill payments; some paper checks).
- Summarize monthly reports from FIGT's bookkeepers and update ExComm (e.g. update on how actual revenue and expenses are compared to budget).
- Support Treasurer in completing the annual budget.

Skills/Experience

- Solid working knowledge of Excel.
- Solid working knowledge of financial statements (cash flow, income, etc).
- Ability to connect vision/mission to budgeting.
- Ability to communicate budgeting and finance issues to the Treasurer.
- Ability to work with FIGT Operations Lead.
- Ability to carry out administrative tasks well on time.
- Work with individuals from different time zones, including during weekends.
- Attention to detail.
- US location based (preferred).

Reporting

This position reports to the Treasurer.