



Volunteer Position: Treasurer

- Vision:** The Museum of the Peace Corps Experience (MPCE) envisions connecting people around the world to inspire service and peace, showing that our common humanity is more fundamental than the cultures and ideas that separate us.
- Mission:** The Museum of the Peace Corps Experience collects and preserves stories and objects of material culture donated by volunteers who serve in communities around the globe. It fosters cultural understanding through education and promotes research on the impact of the Peace Corps, encouraging visitors to serve—wherever they live, however they can.
- Title:** Treasurer / Board Member
- Purpose:**
- Oversee the financial operations of the organization's finances ensuring fiscal stability and sustainability
 - Ensure financial compliance and oversight
 - Participate in the strategic decision-making process
- Responsibilities:**
- Prepare and present regular financial reports to the Board of Directors
 - Develop and monitor the annual budget, aligned with MPCE's goals
 - Track expenses and income, making adjustments as needed
 - Maintain accurate financial records using QuickBooks and NeonOne software
 - Oversee the reconciliation of bank and financial statements monthly
 - Record and acknowledge donations, ensuring compliance
 - Prepare or assist with required financial audits and tax filings
 - Ensure timely payment of bills and invoices
 - Develop financial policies and procedures (including internal controls)
 - Oversee the financial administration of the organization: ensure all income and expenses are accounted for accurately
 - Develop investment strategies
 - Advise the Board of Directors on financial strategies
 - Work with the Executive Director and the Development team to advise the Board of Directors on fundraising

Time: As needed - approximately 3 to 5 hours per week

Location: This is a remote volunteer position

Reports To: The Board President and (ex-officio) dotted line to the Executive Director

Appointment: Minimum of one year; continuation if re-appointed in December Board meeting

Qualifications:

- Understands financial principles, budgeting, reporting, accounting
- Proficiency with QuickBooks for record-keeping and reports
- Effective communication skills, both verbal and written
- Ability to uphold ethical standards and maintain confidentiality
- Investment skills
- Familiarity with NeonOne

Support Provided: Works with an accountant under contract. Access to needed software. Meets regularly with Staff, Team Leaders, and Board Members

How to Apply: Please send an expression of interest and resume to the email address below with the position title in the subject line: **Treasurer**. In your expression of interest, please cite where you saw the job posting. Thank you!

info@peacecorpsmuseum.org