

# **IBOK Board Member**

## **Treasurer Position**

### **Primary Duties:**

- Serve as a board member and attend all required meeting regularly, as specified in the Bylaws (the role of Treasurer) of IROI including the knowledge of committee management
- Maintain current knowledge of the organization, its programs, Article of Incorporation and personal commitment to its goals and objectives
- The treasurer is required to have knowledge of nonprofit accounting practices, nonprofit tax laws and fiscal record-keeping
- Keeping the board regularly informed of key financial events, trends, concerns, and assessment of fiscal health in addition to completing required financial reporting forms in a timely fashion and making these forms available to the board
- Serve as the chair of the finance committee
- Manage, with the finance committee, the board's review of and action related to the board's financial responsibilities
- Work with the chief executive and the chief financial officer to ensure that appropriate financial reports are made available to the board on a timely basis

### **Experience:**

- For nonprofit treasurer position the candidate must have at least a Bachelor Degree from an accredit university or college in the area of Accounting, Finance, Financial Management or Business Administration
- Interest for our mission and goal to fulfill the desire needs
- Must have 5 years nonprofit experience including leadership and board serving areas.
- Must have proficiency in Excel, Access, and other database software.
- Good oral and written language skills to make sure that everyone on the board understands the budget details and goals also to write appeal and thank you letters or proposals
- Spiritual dedication or spiritual Hindu will be the required part to join this position

### **Additional Information:**

Two paragraph bio or resume and a cover letter are requested to email ASAP otherwise the position will be filled.

### **How to Apply:**

Email all requested materials to Sunita Batheja at [iboksunita@gmail.com](mailto:iboksunita@gmail.com).