



Seeds of Africa is a nonprofit organization that aims to provide students, families, and their larger networks with the resources they need to alleviate poverty, support themselves, and reinvest in their local community. Since 2008, Seeds of Africa has been dedicated to lowering the barriers to personal development and prosperity that poverty and a poor education create. We move beyond the traditional aid model, shifting from mere relief efforts to providing families with the resources and skills they need to grow their communities. Seeds of Africa has impacted over 1500 people in Ethiopia in 10+ years, transforming the trajectories of those we serve, and this is just the beginning.

Seeds of Africa is seeking a board **Treasurer** to join the working Board of Directors.

As a member of the Seeds of Africa Board of Directors you will become part of a dedicated network of people who work together to provide students, families, teachers, and community with the highest possible level of service in education and community development. Moreover, you will have an opportunity to learn about the inner workings of a mission driven organization and grow to the highest level of your ability and potential in your role as Treasurer. We are confident you will find this new opportunity both challenging and rewarding.

This individual gets excited about numbers and has experience in bookkeeping or accounting. The Treasurer will oversee the finances and make important decisions regarding spending and investing. To be a standout leader on the board, the Treasurer requires experiences in:

- **Financial management and/or oversight.** The Treasurer will oversee the management of the financial affairs of the organization, including selecting a bank, reconciling bank statements, and managing cash flow. The Treasurer will be knowledgeable about who has access to the organization's funds and any outstanding bills or debts owed. The Treasurer will create and maintain systems for ensuring the organization's ongoing solvency and oversee the development of the organization's financial policies.
- **Budgets.** The Treasurer will be responsible for preparing and facilitating the preparation of an annual budget, as well as regularly monitoring and comparing the actual revenues and expenses incurred against such budget. The budget should be reviewed and approved by the board; the Treasurer will be prepared to justify the document.
- **Reports.** The Treasurer will have understanding of the organization's financial reports and important financial ratios. The Treasurer will keep the board apprised of key financial trends, concerns, and assessments of the organization's fiscal health. The Treasurer will also be responsible for the completion of required financial reporting forms (including the IRS Form 990) in a timely manner.
- **Financial Liaison.** The Treasurer can be most effective to the board by facilitating and encouraging the board's strategic thinking about the short- and long-term financial vitality of the organization.

Common Duties:

- ✓ Develops and enforces strong internal controls and financial management policies
- ✓ Reconciles bank accounts and produces financial statements to present at board meetings
- ✓ Ensures tax-related documents and legal forms are filed on time
- ✓ Develop and enforce strong internal controls and financial management policies
- ✓ Manages the board's review of and action on its financial responsibilities
- ✓ Assists Seeds of Africa staff in preparing the annual budget and presenting it to the board for approval
- ✓ Reviews the annual audit and answers board members' questions



Expectations of Board Members:

- Having a passion for the Seeds of Africa mission
- Willingness to utilize your network to broaden reach of Seeds of Africa
- Contribute to resource development such as fundraising, sponsorships and in-kind donations
- Aiding in creating and setting organizational short-term and long-term goals by contributing creative ideas, strategies, and critical thought to grow the organization to a vibrant future
- Fellowship with other members and building a collegiate working relationship
- Attending quarterly Board of Director meetings (1 hour / virtual)
- Attending quarterly one-on-one meetings with Seeds of Africa leadership staff (1 hour / virtual)
- Serve at least one two-year tenure on the working Board of Directors (October 2022 - October 2024)

If interested, please send resume and cover letter or bio (subject- Board member) to atti@seedsofafrica.org