



Sawfish Conservation Society Inc.
824 Manatee Ave W., #645
Bradenton, FL 34205-8647
sawfishconservationsociety@gmail.com
www.sawfishconservationsociety.org

Treasurer

Job type: Voluntary (unpaid with future earning potential), part time (2-4 hours per week)

Term: 2 years with renewal potential

Location: 100% remote, virtual

Application closing date: Open until filled

The Sawfish Conservation Society (SCS) is a 501(c)(3) charity whose mission is to connect the world to advance sawfish education, research, and conservation. The SCS is a global organization with the core values of inclusion, collaboration, and respect. At the SCS we celebrate and value diversity and welcome employees, volunteers, and members of all races, colors, religions, genders, gender identity or expressions, sexual orientations, national origins, genetics, disabilities, ages, or veteran status.

Position brief:

The Treasurer is responsible for managing the finances of the Sawfish Conservation Society. This includes overseeing the accounts and federal and state taxes, and ensuring that the legal conduct of the financial affairs of the organization and all tax records are maintained. The Treasurer will also participate as a member of the Fundraising Committee, and perform duties as directed by the Board of Directors.

Responsibilities:

1. Maintain records of all accounts
2. Track receipts and donations from various sources
3. File federal and state taxes on behalf of the organization
4. Present financial updates during formal officer meetings (e.g., every other month) and/or Board of Director meetings
5. Work with committee chairs to apply for funding, and track project budgets
6. Support fundraising activities by identifying and organizing new campaigns

Requirements:

1. Detail oriented and organized
2. Demonstrable experience in Excel or accounting software
3. Two years of experience working with a team
4. Excellent oral and written communication skills
5. Knowledge of sawfish or ocean conservation needs preferable, but not required
6. Background checks required
7. Preference may be given to current or previous SCS volunteers

To apply:

Submit a cover letter, CV, and contact information for two references to:

president@sawfishconservationsociety.org with the subject line "SCS Treasurer". We will begin to review applications on April 24th.