

Treasurer – Bowls Development Fund Job Description

The **Bowls Development Fund (BDF)** is a registered 501(c)(3) nonprofit organization committed to promoting and supporting the growth of the sport of bowls across the United States. BDF serves as the national fundraising arm for bowls programs, events, and development initiatives.

We are seeking a **volunteer Treasurer** to serve as a **non-voting Officer of the Board of Directors**. The Treasurer is responsible for the overall financial management and oversight of the organization, ensuring transparency, accountability, and compliance with all applicable laws and regulations.

Key Responsibilities

Financial Oversight & Reporting

- Develop, manage, and monitor the organization's annual budget
- Prepare and present clear, accurate financial reports to the Board of Directors
- Establish and maintain strong internal controls to safeguard assets and prevent fraud

Financial Management

- Oversee bank accounts and investment portfolios (e.g., deposits, transfers, check writing)
- Manage cash flow to meet financial obligations
- Maintain accurate and up-to-date records of all income and expenses (e.g., donations, investment income, and payment obligations) using accounting software
- Reconcile bank, investment, and other financial statements on a regular basis

Regulatory & Compliance

- Ensure timely filing of all required federal and state tax forms and informational returns
- Oversee or facilitate annual financial audits (if applicable)
- Prepare and issue year-end tax receipt letters to donors

Leadership & Communication

- Present financial information to the Board in a clear and accessible manner
- Collaborate with the Board President and fellow Directors to develop and implement effective financial procedures and policies

Qualifications

- Strong background in financial management, accounting, or bookkeeping, or a related discipline
- Experience with accounting software (QuickBooks preferred)
- Excellent organizational, analytical, and communication skills
- High level of integrity, accuracy, and attention to detail
- Understanding of nonprofit financial requirements and reporting (or willingness to learn)
- Commitment to the mission and values of the Bowls Development Fund
- Willingness to dedicate the time needed to fulfill Treasurer responsibilities

This is a **volunteer position** with flexible hours, offering the opportunity to make a meaningful impact on the future of bowls in the U.S.

To learn more, visit **bowlsdevelopmentfund.org**

Interested candidates may contact BDF President Steve Nelson at **admin@bowlsdevelopmentfund.org**