



**Climbing Resource Advocates for Greater Sacramento**

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### **Treasurer**

Climbing Resource Advocates for Greater Sacramento

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### **Climbing Resource Advocates for Greater Sacramento (CRAGS) Mission Statement:**

The Climbing Resource Advocates for Greater Sacramento (CRAGS) is a volunteer run 501(c)(3) non-profit organization protecting access to Northern California climbing areas, advocating for climbers' interests, constructively addressing the concerns of landowners and other land users, and working to keep climbing areas clean, safe, and healthy.

### **Position Summary:**

The Treasurer is an extremely important board member position within CRAGS. The Treasurer is responsible for maintaining the financial records and overseeing the financial management of the organization. As an official 501(c)(3) non-profit organization, the management of our financial records is a huge priority and ensures the organization's ability to continue our support of climbing areas throughout the Sacramento Area. In addition, the treasurer is responsible for our annual Federal and State of California tax filings. While our preference is to have someone in this position with familiarity with financial management and bookkeeping, we are very open to people without this background who are seriously committed to the organization and putting in the time to rock this role.

### **Key Responsibilities and Duties:**

- Manage the assets of CRAGS in accordance with the by-laws and financial best practices
- Maintain a bookkeeping system; ensure that regular and accurate bank reconciliations take place
- Prepare and send financial reports to the Board upon request
- Develop and review financial policies
- Review and authorize all expenditures with the Board
- Ensure timely reimbursement of funds for approved expenditures
- Receive all donations, keep track of donors, and send thank-you letters
- Prepare annual financial report and present the audited accounts at the Annual General Meeting
- Prepare and monitor budgets for specific projects and fundraising, with assistance of the Board
- Prepare and submit the necessary annual paperwork to the IRS and other governing bodies per our 501(c)(3) non-profit status
- File the annual Federal and State of California taxes
- Attend CRAGS Board meetings (in person or remotely)
- Forecast annual budget and develop end of year report on actual.

**Qualifications:**

- a willingness to devote the necessary time and effort to the position
- ability to work effectively as a team member
- access to a computer and some experience using spreadsheets (or a willingness to learn)
- financial management or bookkeeping experience preferred
- attention to detail and an ability to keep accurate records

**Time Commitment:**

- expected to commit on average 6-8 hours per month
- Attendance at monthly board meetings - 1.5 to 2 hours per month
- 1 year commitment to position