

Finance Director

Job Description

The Finance Director of the Friends of Sleeping Bear Dunes is also the Treasurer of the Board of Directors and is a member of the Executive Committee. The Finance Director is the chairperson of the Finance and Audit Committee and is responsible for Membership Services and Technology Services.

The duties of the Finance Director include:

- Treasurer for the Friends of Sleeping Bear Dunes
- Assure proper accounting and financial operations
- Assure an accurate and comprehensive membership database
- Assure appropriate information technology is provided to the organization
- Provide a monthly financial, membership, and technology reports to the Executive Committee or Board of Directors

Required Experience

Communication skills
Organizational skills

Required Training

Provided by Friends of Sleeping Bear Dunes
Some classes may be provided by NMC or NorthSky Non-profits

Time Commitment

12 hours per week