Organization name and address: AMA Puget Sound, Seattle
Organization website URL: [www.amapugetsound.org](http://www.amapugetsound.org/)
Contact name, e-mail and phone: Julie Lichtenberg, president@amapugetsound.org, 425-524-1926
Type of work (i.e. BOD, Trustee, Pro Bono, etc.): Board of Directors, volunteer

A short description of the opportunity:

AMA Puget Sound (AMAPS) is a 501(c)3 non-profit organization, serving professional marketers in the Puget Sound region since 1944. The AMA Puget Sound is looking to onboard a new Chief Financial Officer to its Board of Directors. The person in this role would guide the board to building a strong financial foundation for the future of the organization, as well as handle (minimal) day-to-day financial operations of the organization.

**Skills and Experience Desired**

* CPA preferred\*
* Experience in strategic planning for fiscal stability and growth of a non-profit organization
* Personal commitment to diversity, equity, and inclusion
* Strong communication skills

\*National AMA offers a free membership to licensed CPAs (value $149) for their service.

The Role

* Use Quickbooks for day-to-day operations (vendor payments, deposits, monthly statements, etc.)
* File annual Nonprofit IRS and WA documentation
* Collaborate with board members, volunteers, vendors (email, slack, zoom)

Volunteer Commitment:

* Term runs through the end of FY21 (June 30, 2021). Encouraged to serve for FY22 for a total of 18 months service.
* Volunteer commitment of 3-6 hours/month; includes attendance to monthly board meetings (2nd Tuesday) + 2 annual planning retreats.
* The Role is fully remote until WA state resumes in-person meetings. Remote work will still be available.

Interested volunteers can contact Chapter President, Julie Lichtenberg, at president@amapugetsound.org. Please share a letter of interest and your most recent resume.