



## Volunteer Finance Committee Member

Parkland, Washington, USA

Open position, no closing date.

### Company Description

Founded in March 2017, the Pierce Center for Arts & Technology dba Arivva is a nonprofit community-based organization focused on catalytic visual art education and workforce training.

Our mission is to transform the lives of high school students and young adults in some of Pierce County's most challenged neighborhoods by connecting them to opportunities and environments they need to build sustainable futures and become self-sufficient. We envision a vibrant community living up to its fullest educational and economic potential, where everyone is seen as an asset, problems become opportunities to create hope, respect, and belonging, and every person has a pathway to success.

The novel coronavirus (COVID-19) pandemic has changed how we all live, study, work, and play. Yet it made the call for our work and our commitments more critical than ever. The outbreak did not affect Arivva's dedication to serving our community. Will you join us?

### Job Title: Finance Committee Member

Arivva is seeking one or more individuals to serve as a Finance Committee Member. This is a volunteer position.

### Purpose of the Position:

Finance committee members help the Board of Directors to monitor and report on Arivva's funding needs and its resource management. Members work to assess Arivva's financial health and the potential risks we may face. Committee members cooperate with the Finance Committee chair, who also serves as our Board Treasurer.

### Responsibilities and Duties:

Assist committee members with

1. Preparation of monthly financial reports through the collection, analysis, and summarization of data.
2. Preparation of annual IRS reporting.
3. Oversight of the financial stability of the organization.
4. Review and monitoring of the allocation of resources to carry out essential functions.
5. Review of fiscal expenditures.
6. Development of the annual budget.
7. Ensuring accurate tracking/monitoring/accountability for funds.

**Qualifications:**

This position requires self-motivated and reliable individuals with experience in accounting or bookkeeping. Proficient skills in QuickBooks are necessary. Experience with nonprofit or public accounting or bookkeeping is desired. Someone with a heart for social justice and equity, a sense of humor, and a desire to volunteer for their community is preferred. Previous experience with nonprofit boards, fundraising, and working remotely is a plus. This is a volunteer position.

**Work Location:**

This is primarily a remote position with possible in-person interactions; most of the work can be done at home. A reliable internet connection is necessary.

**Time Commitment:**

The minimum commitment is an average of 3-6 hours per month, including online communications and periodic online or in-person meetings with the Finance Committee Chair and Executive Director.

**Additional Information:**

All application information will be kept confidential according to EEO guidelines. This position has the potential for future employment. For more information about Arivva, go to <https://arivva.org>.

**How to Apply:**

Please apply to Executive Director, Dan Bissonnette, at [info@arivva.org](mailto:info@arivva.org). Indicate Volunteer Finance Committee Member in the subject line. Apply with a resume and cover letter that outlines why you think you are suitable for this role.