

Treasurer (Board of Directors, volunteer)



Uganda Village Project (UVP) is searching for an enthusiastic, dedicated volunteer to serve as Treasurer. All board members serve on a voluntary basis to support and guide our activities in the Iganga and Bugweri Districts in Eastern Uganda, where our public health programs serve rural communities. The Treasurer is a voting member.

Board positions are **one-year renewable terms** requiring **~5 hours per month**. We hold quarterly virtual board meetings and one in-person/virtual annual board meeting.

Qualifications:

- Enthusiasm, dedication to service, willingness to make a commitment for sustained involvement;
- Self-starters who can manage their own time and are comfortable being involved in a geographically diverse organization with most meetings and projects managed online;
- Previous board or nonprofit experience is a plus;
- Proven finance, accounting, or bookkeeping experience;
- Familiarity with Quickbooks is a plus;
- Familiarity with non-profit finance, audit reporting, and/or development;
- Past or current experience in Uganda is a plus.

Board Duties (non-exhaustive):

- Attend quarterly board meetings (typically 1 hour during a weekday);
- Attend one annual board meeting (typically a Saturday in October, 4 hours);
- Vote upon important issues facing the organization, such as financial plans, project goals, changes in organizational structure, and fundraising strategies;
- Provide fiduciary oversight;
- Decide to pursue or establish an official relationship with an external organization;
- Uphold UVP's vision, mission, and values, including its commitment to diversity, equity and inclusion
- Maintain official UVP documents;
- Take on short-term projects, as needed;
- Engage in various fundraising efforts.

Treasurer Duties:

- Monthly
 - Review reconciliation reports and confirm both bank and fundraising accounts are in good standing order;

- Review monthly finances and prepare report for board meetings;
- Authorize payments as required;
- Support Executive director with employee taxes and payroll.
- Quarterly
 - Compile budget versus actuals;
 - Assist with the production of a quarterly budget reforecast as necessary.
- Annually
 - Support Executive Director to prepare year-end financial statements for board approval (Feb/Mar);
 - Support Executive Director to complete and submit organizational tax documents including 1099-NEC (Jan), 990 EZ and FBAR (Mar/Apr);
 - Review financial objectives of strategic plan and prepare recommendations for improvements as necessary;
 - Work with Board Chair, Executive Directors, and Fundraising Chair to develop annual budget for board approval (Oct/Nov);
 - Serve as chair of the Finance Committee.

[Uganda Village Project](#) was formed in 2003 with the mission to facilitate community health and well-being in rural Uganda through improved access, education, and prevention. Board members and Executive Director(s) are based internationally with core staff based in Iganga.

To apply, please send your CV/résumé and brief statement of interest to:

Info@UgandaVillageProject.org.