



Assistant Treasurer Volunteer Job Description

Team Leader	<i>Patrice Mano</i> <i>patrice.mano@mweg.org</i>	Team Leader Title	<i>Board Treasurer</i>
Application Details	<i>Resume and Cover Letter</i> <i>Apply at: jobs@mweg.org</i>	Application Deadline	<i>June 5, 2025</i>

MWEG Vision and Mission

Vision: Women of faith building a more peaceful, just, and ethical world.

Mission Statement: To inspire women of faith to be ambassadors of peace who transcend partisanship and courageously advocate for ethical government.

Position

The assistant treasurer will work as a volunteer accountant and finance manager with the board finance committee to ensure compliance with MWEG's financial management and oversight policy.

Tasks

- Review bank reconciliations monthly
- Review financial statements monthly
- Assist in designing and implementing internal controls
- Participate in monthly finance committee meeting
- Report to board treasurer

Skills

All staff and volunteers must commit to operate according to MWEG's core values, principles, and practices. These include MWEG's principles of ethical government, inviolable practices and principles, and principles of peacemaking. These should be applied whenever representing the organization. Must be willing to learn how to use and communicate within the Basecamp collaborative platform.

Position-specific qualifications include:

- Five years accounting/audit experience, ideally with nonprofit entities
- Undergraduate degree in accounting or finance

Setting

MWEG staff and volunteers are not centrally located and rely on technological platforms to facilitate communication. All staff and volunteers are given access to an MWEG Google account, including Gmail and Drive, in addition to Basecamp, an asynchronous communication platform to collaborate virtually with team members. Regular video meetings will take place via Google Meet or Zoom, with an option to call in by phone if needed.

All volunteers are encouraged to be active in their state chapter and to attend local gatherings whenever possible.

Schedule

We ask that volunteers commit to working with MWEG for at least one year. This position should take approximately 15 hours per month. Attendance at quarterly finance committee meetings is required.

Training and Supervision

We provide a thorough onboarding checklist and support to help volunteers get familiar with organizational values and technological platforms. Volunteers will have access to ongoing professional development and leadership training. We are committed to matching people to positions that help them extend their skills and meet their professional goals. Mentorship is provided.