Portland Area CSA Coalition

Treasurer Job Description

The Portland Area Community Supported Agriculture (CSA) Coalition is seeking a treasurer to serve on our Board.

PACSAC is a coalition of local CSA farmers, ranchers, and fishers who are dedicated to sustainable agricultural practices, building community, boosting the economic viability of small-scale producers. Our members provide over 11,000 households with vegetables, fruits, meat, dairy, grains, flowers, and other locally grown products. We have a long history of grassroots organization, and thrive on the energy of our board. PACSAC is a 501(c)(3) nonprofit organization.

Our mission is to promote Community Supported Agriculture by:

- Directly connecting local CSA farmers with their local community
- Provide farmers opportunities to learn, grow, and meet their business and sustainability goals.
- Educating the public about the CSA experience and the benefits of healthy eating.

Our board is a volunteer, working team, and we seek board members who are organized and prompt, and have time and willingness to commit to the Coalition's vision, mission, and values. Please know that you are applying for a volunteer *working* board with one paid staff member. All are encouraged to apply.

General Responsibilities

- Prepare for, attend and participate in monthly board meetings
- Serve on at least one PACSAC committee
- Volunteer 10 hours of work per month
- Execute, adjust and update strategic plan
- Contribute to and attend Coalition-sponsored events
- Champion the larger CSA movement and the Coalition specifically
- Perform the functions of board responsibilities as outlined in the Guide to Nonprofit Board Service in Oregon (downloadable at: http://www.doj.state.or.us/charigroup/pages/tipsbrd.aspx)

Treasurer Responsibilities

- Handle PACSAC's accounts with high standards and set a tone of integrity.
- Provide financial oversight and management, and monitor income and expenditures.
- Develop, implement, and maintain necessary financial procedures and systems.
- Approve financial reports and presents them to the Board at the monthly meeting.
- Participate in the Fundraising Committee and work cooperatively with the Committee Chair and Executive Director to develop revenue streams.
- Develop an annual budget in collaboration with the Executive Director and Accountant; presents budget to the board for approval.
- Manage tax filings, write checks, and confirm contributions.

Skills and Qualifications

- Demonstrated knowledge of nonprofit accounting practices, nonprofit tax laws, and fiscal record keeping.
- Experience with Quickbooks

- Familiarity with nonprofit administration
- Passion for local food and a sustainable food system
- Excellent written and verbal communication skills
- Demonstrated experience with grant funding from government and private sources

Apply
If you are interested in learning more about participating on the Coalition board, please send your resume and a short cover letter describing (a) why you are interested in participating on the Coalition board, and (b) what you will contribute as a board member. Please include your contact information and send to Shannon Kane, Board Chair, at info@portlandcsa.org.

We encourage Black, Indigenous, and people of color, women, LGBTQ people, religious minorities, recent migrants/refugees, differently abled, and applicants from different generational and economic backgrounds to apply.