



State Treasurer

Role Overview

The State Treasurer provides financial oversight, develops and updates financial policies, acts as a liaison between the bookkeeper and the Board, and ensures the organization practices good fiscal stewardship.

Responsibilities

- Attend monthly State Board meetings and provide regular updates to the Board.
- Train new chapter treasurers on financial procedures.
- Coordinate with chapter treasurers to ensure timely transaction reporting and submit chapter budgets annually.
- Work with the Society's financial institution (First Citizens Bank) to manage existing accounts, open new accounts, or update paperwork.
- Ensure financial strategic governance, risk management, and transparency.
- Develops and presents the annual budget to the State Board in coordination with the Bookkeeper.
- Develops financial policy guidance and works with chapters to ensure statewide compliance.
- Works with Bookkeeper to ensure required reports and tax documents, such as the IRS Form 990, are filed accurately and on time.

Anticipated Skills

- Strong written and verbal skills.
- Proficiency in using Google Workspace (or willingness to learn), particularly Google Sheets.
- Proficiency with (or willingness to learn) Neon CRM, Neon Pay, and Quickbooks Online.
- Ability to manage volunteers and delegate tasks efficiently.
- A genuine interest in South Carolina's native flora and environmental conservation.