



Eastern Division

NATIONAL SKI PATROL



Dear Eastern Division Patrollers,

Recruitment for Assistant Treasurer

The Eastern Division of National Ski Patrol is recruiting for an Assistant to the Treasurer for the Division Finances. The Assistant Treasurer is a volunteer position. The Assistant Treasurer should be qualified to assume the role of the Treasurer in the absence of the Treasurer.

Please [click here](#) to submit an electronic letter of interest, qualifications, and references to the Search Committee Chair, [James Giffin](#), by February 19, 2022. Include in your letter of interest any restrictions you may have on the listed duties by your employment, licenses, or insurance. Selection will be by a search committee that will make a recommendation to the Board of Directors.

The Eastern Division of National Ski Patrol

The Eastern Division of the National Ski Patrol (EDNSP) is made up of nearly 8000 dedicated men and women. EDNSP is composed of 15 regions and includes Alpine and Nordic ski areas from Maine to West Virginia.

The Board of Directors of Eastern Division approves individuals for the Treasurer and Assistant Treasurer positions.

The Treasurer is the Chief Financial Officer of the Division and has the general responsibility for the care and custody of all money of the Division. The Division has an operating budget of approximately \$400,000 and Investments of approximately \$1M. Investment funds are managed by an outside advisor.

The EDNSP Finance Committee is charged with advising the Board on the financial affairs of the Division. The Finance Committee oversees the actions of the Treasurer and other accounting personnel and overseeing the investment portfolio of the Division.

Duties of the Assistant Treasurer

Assist the Treasurer with:

- preparing and reviewing monthly and annual income, expense, asset and liability records,
- preparing Federal 990 reports, gathering regional and patrol data from regions,
- monitoring income and expenditures,
- reviewing financial reports from regional staff,
- prepare reports as directed by the Treasurer,
- preparing, or facilitating the preparation of an annual budget,
- identifying and managing risk,
- meeting with Program Chairs and Finance committee on budget issues,
- other duties as assigned by EDNSP Board,
- maintaining a separation of duties for incoming revenue and outgoing reimbursements and expenses,
- budget preparation with the Finance Committee.

Assistant Treasurer Knowledge and Skills

- Knowledge of generally accepted accounting procedures
- Knowledge of non-profit reporting
- Experience dealing with a wide range of financial topics
- Experience working with volunteer organizations
- Knowledge of nonprofit accounting practices, nonprofit tax laws, and fiscal record- keeping
- Excellent Communication Skills

Should be proficient in the use of:

- QuickBooks - Online
- Excel

[Attachment: Duties of ED Treasurer and Assistant Treasurer](#)

Best Regards,

[Assistant Treasurer Search Committee](#)

Eastern Division NSP