



## Board Officer- Volunteer Treasurer

### Sand Creek Regional Greenway Partnership Board of Directors

#### **Organization Description**

The Sand Creek Regional Greenway Partnership (SCRGP) is a 501(c)(3) nonprofit organization established in 2000 to assist our three partnering cities (Aurora, Denver, and Commerce City) with the development of the Sand Creek Regional Greenway. The SCRGP has raised more than 15 million dollars for trail development, nature centers, parking lots, and wildlife habitats along the Greenway. In 2022, the SCRGP saw a changing need within the Sand Creek community and adjusted its mission to meet that need. Today, the SCRGP works to create equitable access, awareness, and engagement with the Greenway. Through a community focused approach and outdoor equity lens, we strive to ensure all members of the Sand Creek community have safe and comfortable access to the Greenway along with the ability to make meaningful connections with nature via outdoor education, volunteerism, and recreational experiences with and on the Greenway.

#### **Position Description**

- Jointly with the Executive Director, ensure that current records are maintained, reflecting the accurate condition of the SCRGP
- Jointly with the Executive Director, prepare an annual budget and be prepared to present when required by the Board/Executive Committee
- Be fully aware of the financial position of the SCRGP at all time and keep the Board/Executive Committee informed of all financial trends and any areas of concern
- Be additional signatory on SCRGP's checks/account
- Work alongside SCRGP's outside accounting firm to prescribe and maintain the methods and systems of accounting
- Assist with the preparation and filing of all local, state and federal tax returns and related documents
- Prescribe and maintain an adequate system of internal audit and prepare and furnish to the president and the board of directors' statements of account showing the financial position of the SCRGP and the results of its operations.
- Monitor compliance with all requirements imposed on the SCRGP as a tax-exempt organization described in section 501(c)(3) of the Internal Revenue Code
- Make recommendations to improve SCRGP's internal financial structures and policies

- Other duties related to the office of treasurer from time to time may be assigned to by the president or the board of directors.

**Knowledge, Skills, and Abilities:**

- Knowledge of, or willingness to learn about, the northeast Metro Denver area communities
- Care for nature, the environment, and time spent outdoors
- Demonstrated knowledge and experience with GAAP for non-profit accounting
- Comfortable extracting meaning from numbers and presenting analysis to a wide range of people with varied experiences and backgrounds
- Ability to commit to the SCRGP board for at least two years
- Ability to contribute two to six hours a month to SCRGP tasks
- Commitment to maintain confidentiality as appropriate and/or in accordance with procedures
- Must be able to attend 75% of yearly board meetings

Contact Mo Fair, SCRGP's Executive Director, to learn more about this opportunity:  
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