

The Marion County Sheriff's Office
Foundation Board of Directors is seeking a
Volunteer Foundation Treasurer

This is a volunteer position requiring accurate handling of money with high standards and integrity.

You will manage filings, identify and manage risks, confirm contributions, plan and evaluate with a budget, work with a 3rd party accounting firm and prepare timely financial reports.

Our organization utilizes QuickBooks for Business.



APPLY NOW:

Volunteer Application: <http://www.marionso.com/volunteer-services>

<http://www.marionso.com/msco-foundation>



Volunteer Foundation Treasurer Requirements

- Must be able to pass a background check
- Possession of a valid FL Driver's License
- Familiar with email, web pages and social media, (Facebook, Twitter, Instagram)
- Ability to handle private matters without compromising confidentiality
- Detailed oriented and the ability to organize own work
- Experience is as important as formal higher education
- Ability to work with the public, MCSO agency personnel & board members
- Must be able to attend monthly Foundation meetings & other functions
- Be competent in common Microsoft Office applications (Excel, Word, etc.)
- Requires approximately 6 hour (weekly) in the Foundation Office
- Position is a member of the Foundation Executive Committee

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