

# FIRST Indiana Robotics Board Treasurer



The mission of FIRST Indiana Robotics (FIN) is to inspire young people to be science and technology leaders and innovators, by engaging them in exciting mentor-based programs that build science, engineering, and technology skills, that inspire innovation and foster well-rounded life capabilities including self-confidence, communication, and leadership. FIN is searching for a committed and experienced individual to serve as the next Treasurer of our Board of Directors to provide leadership and guidance in achieving our mission.

## Duties

- Oversees the organization's financial health and accountability, presenting clear financial updates
- Monitor budgets, financial reports, and cash flow, ensuring accurate recordkeeping and compliance with legal and regulatory requirements
- Assist with the preparation of annual IRS filing
- Determine & evaluate insurance needs
- Work closely with FIN staff in monthly reconciliation, approvals, and documentation
- Supports the development of the annual budget, and helps guide sound financial decision-making
- Chairs the finance committee and assist with audits, risk management, and financial planning to sustain the organization's mission

## Qualifications

### Required

- Knowledge of & involvement in the FIN community
- Organizational/time management skills
- Previous financial management & leadership experience
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- Able to contribute a personally significant mix of time, talent, and treasure to the organization
- Experience with financial platforms like Quickbooks, Excel, and/ or Bill.com

### Preferred

- 5+ years experience with all levels of FIRST programs
- Previous non-profit leadership & board service experience
- Budget planning, nonprofit tax filing, and accounting knowledge

## Time Commitment

- 1-2 hours bi-weekly working with FIN staff and addressing financial business.
- 5 hours a month preparing for board & executive committee meetings.

Board member terms are typically 2 years with the Treasurer being elected in odd years. Because this is a mid-term appointment, the term would be 1 year, with an optional reappointment for a 2 year term in 2027. Board members are term-limited to serve no more than 8 consecutive years as a Director.

If you are interested in learning more about the position, please contact the search committee at [info@indianafirst.org](mailto:info@indianafirst.org).