

## **Victoria Avenue Forever Board Vacancy**

### **Treasurer of Victoria Avenue Forever**

**Position Description:** (1) Keep and maintain adequate and correct books and records of accounts of the Corporation's transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, and other matters customarily included in financial statements; render to the Board for monthly meetings, to the members at annual meetings, an account of all transactions and of the financial condition of the Corporation; and (2) Deposit all money and other valuables in the name and to the credit of the Corporation with such depositories as may be designated by the Board; disburse the funds of the Corporation as may be ordered by the Board.

**Minimum Position Requirements:** Background in finance and good working knowledge of online QuickBooks. Have an interest in serving the community by supporting the preservation and beautification of Victoria Avenue.

**Application Process** – For anyone interested in applying, please send a Letter of Interest and a Resume to our Gmail address: [victoriaaveforever@gmail.com](mailto:victoriaaveforever@gmail.com)

**Thank you**

