



## **Treasurer**

### **United States**

Join our team!

We are a collaborating network of seekers in spiritual life, with our hearts set on the vision of supporting expansive ministries in our world. Throughout our 56-year history, FCM has embraced change and responded to the sacred Call to provide resources and empower individuals and communities to minister to all. We are committed to responsible stewardship, transparency, and operational excellence to advance our mission.

### **Partner with us on the journey**

The Treasurer of FCM plays a crucial role in overseeing the financial health and affairs of the organization. This volunteer position involves managing financial records, ensuring compliance with legal and financial regulations, and guiding the organization in sound financial practices. The Treasurer works closely with the Executive Director and supervises the Financial Clerk. The position carries authority to vote in Circle of Directors meetings.

### **As the Treasurer you will be responsible for:**

- Oversee and monitor the financial activities of the organization, including budgeting, reporting, and financial planning.
- Maintain financial records following generally accepted accounting standards.
- Ensure compliance with appropriate government reporting procedures required by state or federal laws governing 501(c)(3) corporations.
- Propose an annual budget and monitor the use of trusts or special funds.
- Advise the Circle of surpluses or deficits and report to external sources of funds on their usage.
- Deposit and disburse funds in the ordinary conduct of the Federation's business.
- Oversee the annual review of financial records by a qualified member (unrelated to the Treasurer) or an accountant, ensuring adherence to financial standards and accuracy.
- Present financial statements to the Circle of Directors and provide guidance on financial strategy and risk management.
- Develop, implement, and monitor internal financial controls and procedures.
- Work with external auditors as needed for annual financial audits.
- Collaborate with the Executive Director to develop financial policies and strategies.
- Mentor and support the Financial Clerk in financial tasks.

**Do what you love**

To be successful in this role you will:

- Demonstrated experience in financial management, preferably within nonprofit organizations.
- Strong knowledge of accounting principles and financial reporting standards.
- Familiarity with nonprofit financial compliance requirements.
- Excellent communication and organizational skills.
- Ability to work collaboratively in a team-oriented environment.
- Proficiency in accounting software and Microsoft Office Suite.
- Commitment to the mission and values of FCM.

**About us**

We are a cooperative of seekers, ministers, communities, and individuals. Together we provide spiritual care, worship, and celebrate weddings, baptisms, and funerals. We offer spiritual direction, retreat, blessing, healing, and interfaith connection to our communities. The mission of FCM centers around the empowerment and nurturing of those who are inspired for inclusive ministries in our world. We envision a future in which inclusive ministries transform society through the unique work that we are individually and collectively Called to do. Learn more at <https://www.fedcm.org/>

**Additional information about this role****Travel**

This role requires a minimum travel commitment of at least one trip per year, with specific dates and locations determined in advance. Additional travel may be necessary based on organizational needs and role responsibilities.

**Compensation**

This is a volunteer, unpaid position. Travel costs and reasonable expenses are reimbursed according to FCM policy.

## **FCM's Equal Employment Opportunity Policy**

FCM believes that through expansive ministries, anything is possible. Our perspective on equal employment opportunity mirrors this belief. We believe that consistent practices and collective action across the entire organization trigger real change for our members and the world. We are committed to creating and investing in programs that allow each person to make a difference, in more ways, each day.

Federation of Christian Ministries (FCM) is an equal opportunity employer and is committed to compliance with all applicable laws prohibiting employment discrimination. It is our policy to take all employment actions and make all employment decisions without regard to race, color, religion, creed, gender, sex (including pregnancy), sexual orientation, gender identity or expression, national origin, ancestry, age, marital status, citizenship status, genetic predisposition or carrier status, disability, military status, status as a disabled or other protected veteran, or any other protected status under applicable law.

As FCM's Chairperson and chief executive officer, I reaffirm that the above policy reflects FCM's attitude and its intention to the following:

- Recruit, hire, train, and promote for all job classifications without regard to race, color, religion, creed, gender, sex (including pregnancy), sexual orientation, gender identity or expression, national origin, ancestry, age, marital status, citizenship status, genetic predisposition or carrier status, disability, military status, status as a disabled or other protected veteran, or any other protected status under applicable law.
- Ensure that all employment decisions and actions, including, without limitation, those related to hires, promotions, transfers, terminations, and layoffs, are in accord with the organization's principles of equal employment opportunity.
- Ensure that all personnel programs, such as compensation, benefits, training, education, and social and recreational programs, will be administered without regard to race, color, religion, creed, gender, sex (including pregnancy), sexual orientation, gender identity or expression, national origin, ancestry, age, marital status, citizenship status, genetic predisposition or carrier status, disability, military status, status as a disabled or other protected veteran, or any other protected status under applicable law.
- Make reasonable accommodations for qualified individuals with disabilities.

FCM will take all necessary steps to ensure that no person intimidates, threatens, coerces, or discriminates against any individual for the purpose of interfering with the filing of a complaint, furnishing information, or assisting or participating in any manner in an investigation, compliance review, hearing, or other activity related to FCM's equal employment opportunity efforts, or compensation program.

It is the responsibility of every FCM employee and member, to respect one another for the value each of us brings to the work and common mission of our organization. Creating a work and

ministry environment free of all forms of discrimination and harassment is both the right thing to do and fundamental to achieving our strategic objectives and continuing to enable expansive ministries in our world.

Madison Jones McAleese  
**FCM Executive Director**

[Know Your Rights: Workplace Discrimination is Illegal](#)

[E-Verify Right to Work](#)

<b>This Organization Participates in E-Verify</b>	<b>Esta Organización Participa en E-Verify</b>
<p>This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.</p> <p>If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact the Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment</p> <p>Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.</p> <p>E-Verify Works for Everyone</p> <p>For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS</p>	<p>Este empleador participa en E-Verify y proporcionará al gobierno federal la información de su Formulario I-9 para confirmar que usted está autorizado para trabajar en los EE.UU..</p> <p>Si E-Verify no puede confirmar que usted está autorizado para trabajar, este empleador está requerido a darle instrucciones por escrito y una oportunidad de contactar al Departamento de Seguridad Nacional (DHS) o a la Administración del Seguro Social (SSA) para que pueda empezar a resolver el problema antes de que el empleador pueda tomar cualquier acción en su contra, incluyendo la terminación de su empleo.</p> <p>Los empleadores sólo pueden utilizar E-Verify una vez que usted haya aceptado una oferta de trabajo y completado el Formulario I-9.</p> <p>E-Veridy Funciona Para Todos</p> <p>Para más informatción sobre E-Verify, o si usted cree que su empleador ha violado sus responsabilidades de E-Verify, por favor contact a DHS.</p>
<p><b>888-897-7781</b> E-Verify.gov</p>	