



Cambridge Historical Society Treasurer Position Description

About the Society

From the American Revolution to the biotech revolution, the history of Cambridge is unlike that of any other city. Working together with our community, the Cambridge Historical Society connects the past with our present and future, serves as stewards of our collective history, and inspires curiosity in generations to come.

About the Role

The Treasurer serves as primary overseer of the Society's financial operations, is chair of the Society's Finance and Investments Committee, is an officer of the Society, and serves on the Executive Committee.

Current Responsibilities

- Oversee the auditor's annual preparation of federal, state, and municipal reporting forms;
- Report on the Society's finances to the Governing Council quarterly;
- In collaboration with the executive director, prepare the Society's operating budget in October for ultimate approval by the Governing Council in December;
- Oversee the Society's part-time bookkeeper to ensure proper adherence to Generally Accepted Accounting Principles, Council-approved accounting policies and employment laws; ensure accuracy of transaction entries; etc.;
- Serve as liaison with the investment staff at the Cambridge Trust Company.

Plans for 2017-2018

- In collaboration with the executive director, set quarterly agendas for Finance and Investments Committee meetings;
- With recommendations from the Finance and Investments Committee, draft a plan for review of the Society's current spending rule for permanently-restricted funds, auditor, insurance policies, and other outside services.

Skillsets Requested

An understanding of Quickbooks, Generally Accepted Accounting Principles, and fundamental non-profit finance practices is desired, but not required.

Time Commitment

The position requires 10-20 hours a month to:

- Meet with the Society's bookkeeper at least twice a month (Wednesday afternoons preferable) at the Hooper-Lee-Nichols House;
- Preside over quarterly Finance Committee meetings;
- Communicate with the executive director, auditor, and other partners.

Interested? Please email Marieke Van Damme, Executive Director, at mvandamme@cambridgehistory.org