



**TVC Executive Board Treasurer  
UNPAID Volunteer Position**

**Position Summary**

The Veterans Consortium (the Corporation) is seeking a pro bono Executive Board Treasurer to advance the cause of justice for veterans, their families, caregivers, and survivors. The position will report directly to the Chair of the Executive Board. The ideal candidate has extensive experience in finance, is knowledgeable in non-profit business models, has a passion to serve veterans, and wants to help the organization grow and thrive.

The Treasurer shall exercise general supervision over the Corporation's assets and perform such other duties as assigned by the Executive Board or the Chairperson.

The Veterans Consortium is a leading national, charitable legal services organization that has provided *pro bono* legal representation and complementary professional services to veterans and their family or survivors since 1992. In the past two decades The Veterans Consortium's volunteers and staff have handled more than 60,000 requests for legal assistance, placed over 6,700 cases for deserving clients, and trained more than 5,500 *pro bono* attorneys and associated professionals for our National Volunteer Corps. We are an independent 501(c)(3) nonprofit organization.

**Essential Job Functions:**

- Serves as the Administrator for the TVC Executive Board Audit and Finance Committee and report the findings and recommended actions at the quarterly meeting of the Executive Board.
- Works with the TVC Executive Director and TVC Director of Business Operations in the creation of the annual calendar year budget and tracking the execution of the budget during the calendar year.
- Performs other duties as assigned.

**Job Specifications**

Education and Qualifications

- Financial/Accounting background with CPA preferred and experience with non-profit organization.
- Military personnel experience an advantage.

Knowledge, Skills, and Abilities

- Attention to detail, well organized, professional, flexible and takes initiative.
- Ability to think strategically and offer proactive information and recommendations/solutions.
- Excellent written and verbal interpersonal skills that ensure effective communication with a range of internal and external customers.
- Demonstrated skills and track record for high performance and sustained productivity to achieve desired results.
- Approaches situations with sense of humor and creativity.

**Opening/Closing Date**

Open until filled.