

Friends of Payton is looking for a second Assistant Treasurer to join our Board.

Responsibilities include:

- Checking FOP box and process mail.
 - Timely depositing of checks
 - Providing all correspondence, deposit slips and check copies to Treasurer for recording and reconciliation
 - Assisting with Annual Appeal and Fundraising to provide tax receipts as requested
 - Helping to manage employee matches
 - Entering check donations into Neon, our donations software
- Experience with CRM software, donation processing and/or accounting preferred

Interested? Want to learn more? Contact Lillian Hsu at FOPtreasurer@gmail.com.