

Request for Volunteer Candidates: Assistant Treasurer (IPMS/USA)

The International Plastic Modelers Society/USA (IPMS/USA) is seeking volunteer candidates for the position of **Assistant Treasurer**. This new position will support the Treasurer in managing day-to-day financial operations and help ensure continuity of financial processes for the organization. After training and hands on experience with our financial processes, the successful candidate would likely become the next Treasurer if confirmed by the Executive Board.

Primary Responsibilities

- Become proficient with our processes and systems for financial management.
- Assist the Treasurer with routine accounting and recordkeeping.
- Support monthly/quarterly reconciliation and reporting as needed.
- Provide backup coverage for time-sensitive tasks during Treasurer absences.
- Coordinate with other officers/committee leads regarding reimbursements and required documentation, as applicable.
- Help maintain orderly digital files for financial continuity.
- Attend the annual IPMS/USA National Convention and assist with financial activities at the convention.
- Assist with financial portion of contract reviews.
- Assist with preparing workbooks and statements for use by our tax preparation accountants.
- Assist with invoices and other payments.
- Suggest and implement process improvements in our financial activities.

Preferred Qualifications

- Member in good standing of IPMS/USA.
- Comfort with bookkeeping/accounting concepts and software tools.
- Ability to work collaboratively in a volunteer, team-based environment as part of IPMS/USA management.
- Strong attention to detail and ability to handle sensitive information discreetly.
- Ability to meet deadlines and communicate clearly by email/text/phone.

- Familiarity with QuickBooks, spreadsheets and common file-sharing tools.
- Ability to learn and use computer apps and tools to continuously improve financial management and reporting
- Willingness to learn IRS requirements for non-profit (501(c)(3)) corporations

Time Commitment and Term

Estimated commitment is approximately 5-10 hours per week, with occasional peaks around reporting periods and the National Convention.

How to Volunteer / Apply

If you are interested, please email Mike Oberholtzer, IPMS/USA Treasurer at treasurer@ipmsusa.org with:

- Your name, IPMS/USA membership number, and best contact information
- A resume or brief summary of relevant experience (bookkeeping, budgeting, nonprofit finance, etc.)
- Any questions you have about the role

Thank you for considering this opportunity to support IPMS/USA. We welcome volunteers from across the membership and will follow up with interested candidates regarding next steps.

Note: This is a volunteer officer-support position. Because the role involves access to financial records, candidates may be asked to provide references, confirm identity and agree to basic confidentiality and record-retention practices consistent with IPMS/USA procedures.