Treasurer

Collin County History Museum
300 E. Virginia Street
McKinney, TX 75069

Position Summary

The Collin County History Museum is seeking a responsible, organized, and financially knowledgeable Treasurer to serve on the Museum's Board of Directors and help provide oversight of the organization's financial health and sustainability.

The Treasurer serves as a key financial leader of the Board, working closely with the Executive Director, Board President, and other Board members to ensure the Museum maintains accurate financial records, follows sound nonprofit financial practices, and has the information needed to make responsible financial decisions.

This is a volunteer Board of Directors position and an important leadership role within the Museum. The Treasurer helps ensure transparency, accountability, and responsible stewardship of the financial resources entrusted to the Collin County History Museum.

Key Responsibilities

Financial Oversight

- Provide Board-level oversight of the Museum's financial activities and financial health.
- Review monthly income, expenses, account balances, and financial reports for accuracy and completeness.
- Monitor the Museum's financial position and identify significant trends, concerns, or discrepancies.
- Help ensure appropriate financial controls, policies, and procedures are established and followed.
- Provide guidance regarding responsible management of Museum funds and financial resources.
- Work with the Executive Director to address financial questions or concerns as they arise.

Treasurer Reports & Board Meetings

- Prepare and/or review a monthly Treasurer's Report for presentation to the Board of Directors.
- Present financial updates at regular Board meetings in a clear and understandable manner.
- Provide the Board with information regarding revenue, expenses, cash position, budget performance, and other relevant financial matters.
- Highlight significant variances, upcoming expenses, funding concerns, or financial opportunities.
- Answer Board questions regarding the Museum's financial position.
- Maintain Treasurer documentation and financial reports for Museum records.

Budgeting & Financial Planning

- Work with the Executive Director and Board to develop the Museum's annual operating budget.
- Monitor actual revenue and expenses against the approved budget throughout the year.
- Assist with forecasting and long-term financial planning.
- Help evaluate the financial feasibility of programs, events, exhibits, projects, and other Museum initiatives.
- Provide financial insight to support responsible Board decision-making.
- Help identify opportunities to strengthen the Museum's long-term financial sustainability.

Banking & Financial Accounts

- Provide appropriate Board oversight of Museum bank and financial accounts.
- Review bank statements, reconciliations, deposits, and account activity as appropriate.
- Help ensure appropriate individuals have authorized access to Museum financial accounts.
- Work with the Executive Director and designated staff to maintain clear procedures for deposits, payments, reimbursements, and financial transactions.
- Assist with maintaining appropriate separation of financial responsibilities and internal controls.
- Support transitions involving bank accounts, authorized signers, financial systems, or financial service providers when necessary.

Financial Records & Reporting

- Help ensure the Museum maintains complete and accurate financial records.

- Review financial reports and supporting documentation as needed.
- Help establish consistent financial reporting categories and procedures.
- Work with Museum staff to ensure revenue and expenses are appropriately categorized.
- Support accurate tracking of admissions, memberships, donations, grants, sponsorships, events, museum store sales, rentals, and other sources of revenue.
- Help ensure financial documentation is organized and retained according to Museum policies and applicable requirements.

Taxes, Compliance & Annual Filings

- Coordinate with the Executive Director, Board, accountant, CPA, or other financial professionals regarding required nonprofit financial filings.
- Help ensure required financial and tax documents are completed and submitted in a timely manner.
- Support preparation of information needed for the Museum's annual IRS Form 990 and other required filings.
- Assist with financial documentation needed for audits, reviews, grant reporting, insurance, and other compliance requirements.
- Help ensure the Museum remains informed about financial obligations associated with its nonprofit status.

Grants, Donations & Restricted Funds

- Assist with financial oversight of grants, donations, sponsorships, and restricted funds.
- Help ensure restricted funds are tracked and used according to donor or grant requirements.
- Support the Executive Director with financial documentation needed for grant applications and reports.
- Review grant budgets and financial reporting when appropriate.
- Help maintain transparency regarding designated and restricted funds.

Policies & Internal Controls

- Assist with developing and periodically reviewing financial policies and procedures.
- Help ensure appropriate controls are in place for cash handling, deposits, purchasing, reimbursements, check signing, electronic payments, and financial account access.
- Recommend improvements to financial processes when appropriate.

- Promote transparency, accountability, and responsible stewardship throughout the organization.

Board Leadership & Participation

- Attend and actively participate in regular Board of Directors meetings.
- Provide financial guidance to the Board while supporting the Museum's overall mission and strategic direction.
- Participate in Finance Committee meetings or other committees as appropriate.
- Collaborate with fellow Board members on fundraising, strategic planning, governance, and Museum initiatives.
- Serve as an ambassador for the Collin County History Museum within the community.
- Support Museum programs, events, fundraising initiatives, and special projects when possible.

Qualifications

Required Qualifications

- Strong organizational skills and attention to detail.
- Comfortable reviewing budgets, financial statements, revenue, expenses, and financial reports.
- Ability to communicate financial information clearly to individuals who may not have a financial background.
- Strong judgment, integrity, discretion, and commitment to financial transparency.
- Ability to work collaboratively with the Executive Director and Board of Directors.
- Willingness to attend Board meetings and fulfill the responsibilities of a nonprofit Board member.
- Commitment to the mission and long-term sustainability of the Collin County History Museum.

Preferred Qualifications

- Experience in accounting, bookkeeping, finance, banking, financial management, business administration, or a related field.
- CPA, accounting, bookkeeping, or nonprofit financial experience is especially beneficial but not required.
- Previous experience serving as a Treasurer, Finance Committee member, or nonprofit Board member is a plus.

- Familiarity with nonprofit budgeting, financial reporting, restricted funds, grants, and IRS Form 990 requirements is preferred.
- Experience with accounting or financial management software and Microsoft Excel is helpful.
- Knowledge of nonprofit governance and internal financial controls is a plus.

Schedule & Commitment

Regular Commitment

- Attend scheduled meetings of the Collin County History Museum Board of Directors.
- Review financial reports and supporting materials prior to Board meetings.
- Prepare for and present Treasurer updates at Board meetings.
- Communicate periodically with the Executive Director regarding financial matters.
- Participate in annual budgeting and financial planning.

Additional Time May Include

- Finance Committee meetings
- Annual budget preparation
- Year-end financial review
- Tax and Form 990 preparation
- Grant reporting
- Meetings with accountants, financial institutions, or other professionals
- Museum fundraising events and programs
- Special Board meetings or planning sessions

Ideal Candidate

The ideal Treasurer is dependable, organized, detail-oriented, collaborative, and comfortable working with financial information. They understand that the Treasurer's role extends beyond reviewing numbers—it is about helping the Board understand the Museum's financial position and ensuring the organization is responsibly stewarding its resources.

They are comfortable asking questions, identifying potential concerns, explaining financial information clearly, and working collaboratively with Museum leadership to develop solutions.

Collin County
HISTORY
MUSEUM
in McKinney, Texas

Most importantly, the Treasurer believes in the mission of the Collin County History Museum and wants to use their financial knowledge and leadership skills to help preserve local history, strengthen the organization, and position the Museum for continued growth.

To Apply

Please submit a resume and brief statement of interest to:

director@collincountyhistorymuseum.org