INTERNATIONAL CARNIVOROUS PLANT SOCIETY (ICPS) TREASURER

The ICPS seeks to fill an opening on the board of directors for the position of Treasurer. The successful candidate will have experience with small business accounting and banking as well as experience with carnivorous plants. Experience with non-profit organizations and/or international charity is desirable. The duties include monitoring e-mail notifications of financial activity on a daily basis, paying bills, preparing financial statements and yearly budget, working with our accountant to file the California and Federal income tax returns, and assisting the Membership Secretary and Store/Seedbank Manager with payment issues. Candidates should be responsive, meticulous, organized, a permanent resident of the United States, and live near a Chase Bank branch. Experience with Quickbooks or similar accounting software is a plus. Board meetings are via Skype and typically occur once a quarter in the evening (US time zones).

The ICPS is the preeminent international body concerned with the cultivation, conservation, and education of and about carnivorous plants. The ICPS currently has over 1200 members worldwide as well as over 7000 social media followers. The ICPS is an all-volunteer organization and a registered US IRS 501(c)(3) nonprofit corporation incorporated in California.

Interested candidates should send a resume and single page description of their relevant background in both financial and carnivorous plant realms to the ICPS President, Marcel van den Broek at marcel@carnivorousplants.org. Technical questions may be directed to Ryan Ward at rmwicps@gmail.com. The deadline for applications is 1 November 2017.