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Friends of the Lower Suwannee & Cedar Keys National Wildlife Refuges Seeking a Treasurer for the 2025-2027 Term

The Friends of the Lower Suwannee & Cedar Keys National Wildlife Refuge (Friends) is a nonprofit organization with the mission to provide active advocacy and physical support for the successful stewardship of the Refuges. We are an all-volunteer group of nature lovers. Learn more about the Refuges including the 53,000 acres of the Lower Suwannee Refuge, and the 13 islands that comprise the Cedar Keys Refuge at www.friendsofrefuges.org



Shell Mound Pier in all its reconstructed glory!



Seahorse Key Lighthouse

We are seeking volunteers to be considered for the Treasurer position on our Board of Directors for the 2025-2027 term. The organization has an accountant to handle Quick Books, audits, and processing taxes.

The Treasurer position provides basic bookkeeping duties including:

- Detail financial transactions for accountant to use in preparing reports for monthly board meetings
- Attending monthly board meetings (typically on Zoom)
- Communicate with accountant about transactions, budget, IRS and sales tax filings
- Deposit funds, record and pay bills, manage transfers of funds, reconcile bank statements

If this sounds of interest to you, and you're a nature lover with basic bookkeeping experience, we need you! Email us at friends@friendsofrefuges.org

Friends is a nonprofit, 501(c)(3), membership organization. Through voluntary action, we support the Refuges and their work to conserve the region's wildlife and the places they need to thrive. We invite you to enjoy their pristine and primitive beauty with us.