

## **Assistant Financial Officer: Dues and Donations (Appointed)**

**Term:** One Year

**Time Required:** 6 to 12 hours per month

### **Responsibilities:**

- Receive and manage all AAUW Ashland Branch mail
- Process and deposit incoming monies and provide pertinent financial information to the Financial Officer and bookkeeper
- Ensure that all bills go to the Financial Officer
- Send all membership registration/renewal forms to the Membership Chair
- Stay current with membership rules at State and National
- Ensure that all Southern Oregon University (SOU) and Rogue Community College (RCC) donations are sent to the appropriate institutions
- Maintain and distribute to the appropriate chairs the Branch Dues Report (BDR's)
- Serve on the Budget Committee
- Keep track of activities and update the Operations Manual as needed

### **Qualifications:**

- Aptitude in working with numbers and preparing financial reports and budgets
- Ability to use basic computer software to track funds and prepare financial reports
- Ability to create and maintain databases