

## **Financial Officer** (Elected)

**Term:** One year

**Time Required:** 3 hours per month

**Overall Responsibility:** Oversee all financial operations of the AAUW Ashland Branch with a focus on ensuring the long-term financial stability of the organization

### **Responsibilities:**

- Create, evaluate and update annually a budget plan to ensure the long-range financial viability and stability of the AAUW Ashland Branch
- Present a monthly financial report to the Board that includes a current budget and the balances for all financial accounts (Vanguard, bank, pass-through accounts)
- Pay all bills incurred by the AAUW Ashland Branch
- Keep full and accurate financial records for the AAUW Ashland Branch
- Coordinate with AAUW National to file 990-N and other tax forms as needed
- Serve as a designated financial contact for AAUW National
- Coordinate with banks as they change or update policies
- Obtain authorized signatures for banking institutions
- Monitor the Vanguard account
- Chair the Budget Committee, in consultation with other officers, prepare an annual organizational draft budget by April, and present that budget to the Board before the September general meeting
- Serve on the Executive Board

### **Qualifications:**

- Ability to think strategically about and plan for the financial stability and viability of the organization
- Aptitude in working with numbers and preparing financial reports and budgets
- Ability to use basic computer software to track funds and prepare financial reports