

FINANCE OFFICER

The Finance Officer (FO) is specifically responsible for planning, directing, and documenting the financial matters of the State.

Key Responsibilities:

- **Planning:**
 - Prepare and submit the annual budget and financial reports.
 - Review past expenditures and assist in meeting budget and fee development.
 - Provide financial data for the annual meeting and board sessions.
 - Compare and report membership figures for state contributions.
- **Direct:**
 - Chair the Finance Committee and instruct board on reimbursement procedures.
 - Review, approve, and post expenditures to the appropriate accounts.
 - Issue payments, file taxes, collect and reconcile membership dues.
 - Review and manage liability insurance and bulk mail permit renewals.
- **Documentation:**
 - Maintain accurate financial records and ledgers.
 - Monitor bank and investment balances.
 - Submit records for peer audits and provide year-end reports.

Preferred Qualifications/Skills:

- Strong organizational skills and attention to detail.
- Familiarity with budgeting processes, financial reporting, and tax filing.
- Ability to communicate financial information clearly to stakeholders.

For more details regarding this role, please review the [AAUW-PA Board Handbook](#) Appendix 2.5 Finance Officer

