

Finance Officer

POSITION OVERVIEW

The Pittsburgh branch finance chair oversees the fiscal and financial operations of the branch.

Responsibilities

The following are the responsibilities of the Pittsburgh branch financial officer:

1. Work with your branch board to evaluate the financial health and stability of your branch's finances.
2. Work with your branch board to develop a budget that supports the programs and activities described in your branch's annual plan.
3. Open and maintain bank accounts and establish authorized check signers for your branch.
4. Prepare regular monthly and annual branch financial reports analyzing actual performance against budget.
5. Be aware of specific federal, state, and local charitable tax issues and legal liabilities.
6. Work with your membership vice president and/or communications chair to secure membership renewals and to process dues and fees, including filing the necessary forms with your state and the national office.
7. Process and submit AAUW contributions in compliance with proper financial accounting procedures and Internal Revenue Service regulations.
8. File the appropriate IRS Form 990 if gross receipts exceed \$50,000.
9. Electronically file the IRS Form 990-N if gross receipts are \$50,000 and under or elect to have the AAUW national office assist in the electronic filing.
10. Protect the assets of the branch by securing adequate insurance coverage.
11. Support the branch financial review process by cooperating with other officers assigned to this task or with a hired accountant.
12. Retain in good order all annual financial statements, IRS forms and correspondence, tax certificates, a letter in good standing or tax determination letters, paid checks, deposits, and supporting documents (i.e. disbursement, receipts, contracts, licenses, and permits).

Specific Responsibilities to your State

Submit copies of all dues, fees, and contribution reports to your state finance officer in accordance with established policies, procedures, and time lines. Adhere to all local, state, and federal charitable tax laws and generally accepted accounting principles and good business operating practices. Support, protect, and maintain provisions of the AAUW Affiliate Agreement.

Specific Responsibilities to AAUW

Work with other officers in your branch to ensure that all dues and fees, reports, and contribution reports are submitted and filed with the AAUW national office according to established procedures and time lines. Review all branch dues, fees, contributions, and membership reports sent by the national office and alert staff of any discrepancies with your records. Adhere to all local, state, and federal charitable tax laws and generally accepted accounting principles and practices.

Specific Leadership Skills Helpful to the Position

A good candidate is skilled at planning and budgeting, accounting, project management, team building, consensus building, and fiscal and financial management.

Time Commitments

Along with the time necessary to accomplish the above responsibilities, this position requires time to serve on the branch board of directors and other committees as assigned. Attendance at branch meetings is strongly advised and attendance at state conventions and the AAUW National Convention is encouraged.