

POSITION DESCRIPTION: AAUW FLORIDA DIRECTOR FOR FINANCE

Overview of the position: Serve as the AAUW FL chief financial officer and oversee the fiscal operations of AAUW FL.

Overall responsibilities:

- With the state board, evaluate the financial health and stability of AAUW FL.
- Appoint a committee to develop an annual budget that is consistent with the AAUW FL Bylaws and policies, review budget overages, and recommend changes in the financial policies.
- With the state board ensure that budget supports the programs and activities described in AAUW FL strategic plan.
- Open and maintain appropriate accounts. Ensure that our designated financial institution identifies the incoming Director of Finance as the Key Executive for both the checking and savings account. Update the list of approved Signatories for all accounts to reflect the current officers: President, President-Elect, Treasurer and Secretary.
 - Prepare regular state financial reports for each board meeting analyzing actual performance against budget.
- Be aware of special federal and state charitable tax issues and legal liabilities.
- Renew Florida Articles of Incorporation annually.
- Work with the director for membership to secure membership renewals and process dues and fees, including filing the necessary forms with AAUW.
- Request AAUW National File the IRS 990 form annually.
- Secure adequate insurance coverage in compliance with Article XI including general liability and directors and officers' liability policies
- Cooperate with the qualified individual conducting the annual review of the AAUW FL financial records.
- Retain the following for seven years: bank statements, cancelled checks, tax returns and receipts from vendors. Archive the following: all annual financial statements, IRS forms and correspondence, sales and use tax certificates, tax-exempt status determination letters and budgets. (from AAUW Records Management Guidelines ((per Ellen))

Specific responsibilities to branches: provide support and technical assistance to branch finance officers as needed. Review and maintain state copies of branch dues and fees, membership and contribution reports.

Specific responsibilities to AAUW at all reports are submitted and filed with AAUW's national office according to established procedures and timelines. Ensure that AAUW FL is in compliance with all charitable tax laws and general accounting principles and practices.

Specific skills helpful to the position: knowledge of accounting principles and practices, planning, budgeting, team building, mentoring, and fiscal management.

Time commitments: Serve on the AAUW FL state board. Attend all AAUW FL board of directors' meetings, state conventions and statewide membership meetings.

Approved 11/13/23