

AAUW Texas Board Position

Description of Duties

Position Title: Financial Officer

Leadership Skills Required and 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.
- Must be a current member in good standing with an AAUW TX local branch, AAUW TX and AAUW National
- Be familiar with QuickBooks software or a similar Financing/Budgeting software

Position Overview: Oversee the fiscal operations of AAUW Texas.

Branch Specific Responsibilities:

- Provide support and technical assistance to branch finance officers as needed.
- Review and maintain state copies of branch dues, fees, and membership reports.

State Specific Responsibilities:

- Assemble and convene an AAUW Texas Finance Committee to develop a budget and necessary addenda to support the programs and activities described in the AAUW Texas strategic plan.
Committee Members:
 - Finance Officer (chair)
 - Other members of AAUW Texas as appointed by the President
- Working with the Board of Directors, evaluate the financial health and stability of AAUW Texas.
- Open and maintain bank accounts for checking and savings; update authorized signatories for AAUW Texas accounts.
- Provide periodic count of AAUW Texas members and affiliates to membership vice president.
- Maintain accurate, up-to-date list of AAUW Texas branches.
- Disburse AAUW Texas funds as authorized by the budget and/or Board of Directors.
- Prepare regular financial reports including a comparison of actual versus budgeted revenues and expenditures.
- File the IRS 990 form if gross receipts exceed \$50,000 and any other required forms to remain in compliance with federal law and IRS requirements.
- Electronically file IRS Form 990-N if gross receipts are \$50,000 and under or elect to have the AAUW national office assist with the electronic filing of such.
- Protect the assets of the AAUW Texas by securing adequate insurance coverage.
- Lead the Finance Committee in semi-annual review of AAUW Texas investments; recommend change in investments to AAUW Texas Board of Directors as appropriate.
- Retain in good order all annual financial statements, IRS forms and correspondence, sales and use tax certificates, tax determination letter, paid checks, deposits, and supporting documents.
- Serve as chair the Credentials Committee for biennial AAUW Texas convention.

National Responsibilities:

- Ensure that all dues and fees, reports of dues and fees, contributions, and contribution reports are submitted and filed with National according to established procedures and timelines (work with other state officers as necessary to accomplish this).
- Ensure that AAUW Texas is in compliance with all federal and state charitable tax laws and procedures and generally accepted accounting principles and good business operating practices.
- Support, protect, and maintain provisions of the [AAUW Affiliate Agreement](#).