

CCARC FINANCIAL OFFICER

1. INTRODUCTION:

- a. Establishes, coordinates and maintains all legal and financial processes of the club
- b. Functions as club treasurer in management of all categories of club funds.
- c. Uses a computerized accounting system

2. DUTIES AND RESPONSIBILITIES:

- a. Attends monthly board of director meetings and presents club legal and financial status.
- b. LEGAL:
 - (1) Maintains the 501(c) 3 (non-profit) status with the IRS.
 - (2) Maintains status as a Washington State non-profit corporation.
 - (3) Maintains a physical mailing address for club business accounts such as IRS, state of Washington, banking and investment.
 - (4) Annually renews a club liability and physical property insurance policy and obtains certificates of insurance to cover club events as needed.
 - (5) Maintains required and otherwise appropriate legal records
- c. FINANCIAL:
 - (1) Annually prepares and presents to the board of directors a projected budget.
 - (2) Monitors current year budget and reports status monthly to the board of directors.
 - (3) Manages the club checking account and maintains a minimum of two signatories
 - (4) Manages the club debit card to include needed purchases and auto-pay billings such as website, phone line, repeater site, website, etc.
 - (5) Manages the club savings account
 - (6) Manages the club PayPal account
 - (7) Manages the club investment account(s) coordinating closely with the club financial advisor.
 - (8) Issues checks for appropriately requested and approved member expense reimbursements.
 - (9) Oversees funds for Clark County ARES, EYEWARN and other special sub-accounts.
 - (10) Maintains required and otherwise appropriate financial records.
- d. Participates in one or more club activities annually to stay current in club operations and connected to the members.
- e. Performs other duties as assigned.

3. SUPERVISORY CONTROLS:

- a. Accountable to the President, Vice-president\President-elect, the Chairman of the Board of Directors.
- b. Functions under the general supervision of the President, Vice-President\President-elect, and the Chairman of the Board of Directors.