

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 club liability and physical property insurance policies 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
- (3) directors.
- (4) Manages the club checking account and maintains a minimum of two signatories.
- (5) Manages the club savings account.
- (6) Manages the club debit card to include needed purchases and auto-pay billings such as website, phone line, repeater site, etc.
- (7) Manages the club PayPal and Square accounts.
- (8) Manages the club investment account(s) coordinating closely with the club financial advisor.
- (9) Issues checks for appropriately requested and approved member expense reimbursements.
- (10) Oversees funds for Clark County ARES, EYEWARN and other special sub-accounts.
- (11) Coordinates payment for club storage facility.
- (12) (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 Chair of the Board of Directors.
- b. Functions under the general supervision of the President, Vice-President\President-elect, and the Chair of the Board of Directors.