



## Director of Finance

**Term:** Two years, up to three terms.

### Key Responsibilities

- Keeps accurate financial records for the chapter;
- Shares cheque signing authority with president and vice president;
- Pays all invoices upon receipt, and reimburses board members for chapter expenses;
- Receives all monies – memberships, luncheons, events, billings, etc., - and prepares deposits;
- Custodian of cash box, deposit book, cheque book, and all financial papers and financial archival material;
- Submits monthly financial reports to the board;
- Prepares the annual budget;
- Prepares year end reports for the AGM;
- Files the year end financial information with IABC International and Saskatchewan Corporations Branch;
- Develops special investments for chapter's excess monies;
- Submits all books and records for audit and final approval to the board at the end of his/her term of office;
- Trains successor.

### Key Deliverables

- Ensuring finances are up to date and accurate through monthly reporting.

### Skills Learned

- Budgeting
- General accounting
- Time management