

April 2023 Kathy Rafael

ADMINISTRATIVE FINANCE

Job Description: Approves all Branch monetary disbursements according to the budget.

Responsibilities:

- Prepare and distribute vouchers, as needed.
- Attend all Board meetings.
- Periodically notify those with budgets of the balances in their specific budget allotments.
- Coordinate financial information with Treasurer.
- Cooperate and facilitate with audit.
- Maintain a notebook that includes your End of Year report and any other useful materials.

Deadlines:

1. Prepare end of year report for the branch.

Member of: Executive Board
Finance Committee