

## **Position Description: UNWLA National Treasurer**

The UNWLA Executive Committee Treasurer is responsible for the oversight of all the organization's financial activities. In the event there is no bookkeeper or financial administrator employed by the UNWLA, daily financial activities become the responsibility of the UNWLA Treasurer.

The Treasurer should be knowledgeable in accounting/bookkeeping procedures, bilingual (English and Ukrainian), and computer literate. This volunteer position serves a three- year term (limited to two consecutive terms) and reports to the UNWLA President.

### **Core Responsibilities: Oversight Position**

- Perform all other duties as specified in the UNWLA Bylaws.
- Review bookkeeper/financial administrator entries on a monthly basis to ensure accuracy.
- Review final annual audit and 990 reports prepared by the UNWLA external auditors before submission to the IRS.
- Present final annual audit report to the Executive Committee & National Board at the annual meeting.
- Present financial reports to the membership at tri-annual UNWLA Convention.
- Together with the Financial Secretary, review on-line annual Regional Council & Branch reports submitted to headquarters. Address any questions and/or issues in a timely manner.
- Support Regional Council and Branch Treasurers and answer any questions in a timely manner.

### **Core Responsibilities: Financial Administrator Position**

- Record all funds received by the office administrator before the office administrator deposits them.
- Disburse money (including reimbursements) to officers and authorized members.
- Pay bills for authorized and budgeted expenditures. Checks shall be signed by the President and Treasurer or, if necessary, by other authorized members.
- Prepare and furnish financial reports as required by the UNWLA Executive Committee and National Board.
- Prepare for audits and necessary tax reports, which include all payroll tax reporting to meet Federal and State requirements on a quarterly and annual basis.
- Maintain up-to-date records.
- Balance records and accounts.
- Ensure successor knows how to access UNWLA Policies and Procedures and other important documents on the UNWLA website (Members' Portal).
- Maintain files on Google Drive and inform the successor where documentation is stored on Google Drive.
- Utilize the UNWLA domain email in all UNWLA communications.
- Perform other duties as assigned by the UNWLA President.
- For all funds approved for dispersal at an Executive Meeting ensure the creation of an appropriate folder on Google Drive to house evidence of a funding request, purchase orders, invoices, receipts and payment made associated with the funding approval.