

**AAUW LCV Education and Scholarship Program, Inc. 501(c)(3)**  
**Treasurer and Director Position Description**

**Position: Treasurer and Director (Elected)**

**Term: One Year (July 1<sup>st</sup> to June 30<sup>th</sup>)**

**Board Member**

**Term Limits: Elected annually without term limits**

**Job Summary of the Treasurer for the 501c3**

The Treasurer of the AAUW LCV Education and Scholarship Program, Inc. manages the financial affairs of the organization, including selection of banks and investment institutions. Reconciles financial/bank statements. Manages cash flow. Maintains systems for ensuring the organization's ongoing solvency. Develops financial and investment policies including check signing authority, expense reimbursement, and credit card usage. Assures compliance with Federal and Connecticut laws and tax filing requirements governing a 501(c)(3). Prepares budgets. Develops financial and budget reports for the Board.

**Responsibilities**

1. Responsible for the general financial management and reporting of LCV Education and Scholarship Program, Inc.
2. Collects, deposits, keeps track of funds, and makes payments.
  - a. Deposits checks in a timely manner
  - b. Assures outgoing checks are supported by an approved invoice or receipt
3. Prepares and presents monthly Treasurer's report for the Board. Keeps Board apprised of key financial events, trends, and concerns, and assessments of the organization's fiscal health.
4. Completes financial reporting forms and tax filings (including the IRS Form 990, Department of Consumer Protection report and CT annual report) in a timely manner and makes these forms available for the Board's review and the public.
5. Monitors and compares revenues and expenses and budget vs actual figures.
6. Receives and reconciles the bank statements
7. Keeps a calendar of filing requirements.
8. Provides all necessary documentation needed to the tax accountants to file the annual required Form 990 Tax return.
9. Prepares an annual budget supporting the organization's goals.
10. Pays annual insurance premiums and software subscription fees.
11. Performs other duties of a financial nature as requested by the Board or Chair.
12. Sends a prompt thank you letter for all donations greater than \$250 which minimally include date, amount of donation and IRS information needed for tax purposes.
13. Develops and uses a standard template for all donations.
14. Supports fundraiser projects (Book Author Luncheon: accepts cash, check & charge; pays bills; reimburses businesses and members; and maintains records.
15. Supports the Scholarship Selection Committee. Reports on available monies for grants and NASPA's NCCWSL, provides checks for students and registers students for programs as necessary (NASPA's NCCWSL).

**Skills**

Knowledge of Word and Excel programs as well as Google Docs  
Able to maintain meticulous organized documentation

Revised 8-18-2025