



## **POSITION: CFO/Treasurer**

**Reports to:** Hub President

### **REQUIREMENTS:**

- Strong Accounting, Financial Reporting and Controls Knowledge
- Familiarity with QuickBooks
- Knowledge of Budget Preparation
- Knowledge of State and Federal Tax Reporting Requirements
- Strong Managerial and Communication Skills

### **DUTIES:**

- 1) Oversee all accounting and reporting aspects of Villages Honor Flight (VHF)
- 2) Ensure proper controls over receipts and disbursements of VHF monies
- 3) Oversee VHF bookkeeping in Quickbooks
- 4) Provide quarterly data to the auditors
- 5) Prepare annual financial budget and quarterly updates to VHF Board of Directors
- 6) Provide state and federal annual tax reporting
- 7) Maintain financial policies and procedures
- 8) Collect guardian and staff fees, and follow up as necessary
- 9) Keep VHF members informed, as needed, of financial affairs
- 10) Serve on Hub Management Team and attend monthly meetings