



FISCAL OFFICER

Position Type and Term

- Elected by NOVAA membership.
- One or two year term with reappointment possible.
- Time Commitment: Monthly board meetings plus approximately 10 hours per month.

Goal

Position NOVAA as a leader in providing training and professional development opportunities to the volunteer engagement community by maintaining financial oversight of the budget and managing the board's monetary outflow.

Duties and Responsibilities

Planning and Annual/Monthly Tasks

- Develop NOVAA's annual budget, along with the Executive Committee and Workshop chairs. Provide fiscal advice to the Board, and work with the Board President to ensure the fiscal health of NOVAA.
- Serve as primary contact with NOVAA's bookkeeping & secretarial service provider, supplying bookkeeper with bank statements and check register, and obtaining monthly financial reports to share with the Board. Ensure that secretarial service has up to date information about NOVAA's programming, contacts, and financial undertakings.
- Be the subject matter expert on NOVAA fiscal policies and serve as mentor to NOVAA board and membership with fiscal or payment questions.
- Create and maintain all financial documents, ensuring that they have appropriate signatures and documentation. This includes filing of the annual 990N tax form/postcard.
- Regularly monitor NOVAA's bank account, download and share monthly statements with bookkeeper, and manage requests for debit cards/authorized signers for board leadership
- Review Board insurance annually with the Executive Committee to obtain approval for contract renewal
- Serve on and prepare materials for the annual Audit Committee
- Investigate and make recommendations regarding investment of surplus monies and handle transactions.

Payments and Documentation

- Coordinate with Workshop and Professional Development Chairs to manage and file speaker contracts and payments, and outsourced training contracts.
- Pay bills in a timely manner according to their due dates and fulfill payment requests as they are received. Track all payments in the check register spreadsheet.
- Provide follow up on unpaid invoices after Workshop and professional development events to ensure that invoices do not remain outstanding.

To apply for the 2022/2023 NOVAA board, please fill out our online application, starting April 10, 2022:

<https://forms.gle/gAKouZhsmc8C67TR7>

Applications due by Monday, May 2, 2022.

Contact Board Development Chair Sarah Delepine at SarahDelepine22@gmail.com with any questions.