



Treasurer

Responsibilities:

- Regularly attend local program management team meetings.
- Work closely with SOPA's Finance Manager for Local Programs to receive training on SOPA reporting requirements and ongoing management of local program funds.
- Ensure compliance with all SOPA financial management requirements, including submission of monthly reports.
- Maintain established budget control and audit procedures.
- Oversee the administration of the approved program budget.
- Serve as financial advisor to the Program Manager.

Reporting Requirements:

- Monthly treasurer's report to the local program management team.

Local Program Additional Needs:

- **Must be comfortable using computer.** Will be trained to utilize SOPA software that is utilized for financial record keeping.
- **Attend and report out at Monthly Management Team meetings** which are currently the second Wednesday of each month at 6 pm except in February, April, July and November. In those months the management team meeting will be the day *prior* to the program meeting.
- **Attend and report out at Quarterly program meetings** which are held the second Wednesday of February, April, July and November at 6 pm.
- **Process Check Requests.**
- **Make deposits.**
- **Track SOPA issued program credit cards.**
- **Track donations.**
- **Ensure that donation acknowledgements are sent.**
- **Assist with program fundraisers.**

If you are interested in learning more about this position,
email Kim Emmet areapmanager@gmail.com