



Position Title: Treasurer

Job Description & Responsibilities:

- Overseeing the proper accounting of E.O.F.S.A.A.'s budget and assisting the Leadership Team in financial strategic planning to ensure financial stability of the Association.
- Acting as the liaison to E.O.F.P.A.N.J.'s Treasurer and is responsible for submitting proposals, revisions, and resubmissions to attain funding for E.O.F.S.A.A.
- Being responsible for reconciling, maintaining, and tracking all financial transactions for any purchase or all expenditures with proper receipts and Documentation.
- Providing a financial update report, which includes the current account overview, recent expenses, and income, to the Executive Board about the organization's financial standing at each board meeting.
- Handling all disbursement in any manner approved by a majority vote of the Executive Board members.
- Being responsible for working with the President to file all State and Federal reports as required of the Association.
- Being responsible for depositing, all funds of the Association received within (5) business days of receipt.
- Submitting payments only to the organizations of persons under which the Association has terms of agreement with, in which an invoice and W9 is required.

Qualifications & Requirements:

- Must be an E.O.F. Alumna/Alumnus with an Associate's or Bachelor's Degree and applicable professional experience
- A background in economics or finance is preferred
- Must be highly organized and excellent time management
- Should be a self-motivator and self-starter
- Has a critical eye for detail and experienced with financial reporting, data analysis and budget management
- Be able to multi-task well and take on multiple projects at once
- Be able to establish and maintain effective working relationships with board members, volunteers, community agencies and general public
- Efficient communication ability, both written and oral
- Should be proficient and comfortable with virtual team collaboration
- An understanding of the following tools: Google Apps, Video conferencing, and virtual project management tools (i.e. Asana) is preferred