

## **FINANCIAL SECRETARY VOLUNTEER**

### **OVERVIEW**

The LCRC Financial Secretary will report directly to the Executive Director and primarily assist/ maintain responsibility over the financial health of the organization. Duties include producing financial reports and provide consultation on investment activities, if applicable. The Financial Secretary will also be responsible for assisting the Executive Director and Board of Directors with long-term financial goals of LCRC.

### **DUTIES/RESPONSIBILITIES**

The LCRC Finance Secretary will be responsible for performing the following duties:

- Prepare financial statements, business activity reports, and forecasts on a monthly basis.
- Assist the Volunteer/Operations with preparing state and federal reporting obligations such as 990's and other regulatory requirements.
- Monitor financial details to ensure that the legal requirements are met
- Assist the Executive Director at preparing financial reporting and budgeting.
- Assist the Executive Director with reviewing and monitor LCRC's financial reports and seek ways to maintain financial integrity by seeking ways to reduce costs
- Assist the Executive Director at analyzing market trends of other non-profits to maximize profits and identify expansion activities
- Assist the Operations Volunteer at providing financial updates or input through reporting procedures to LCRC's Executive Director at making responsible financial decisions.
- Ability to attend workshops/seminars for professional development

## **SKILLS/DESIRABLE QUALIFICATIONS**

The LCRC seeks a Finance Representative will need a strong background in business and is able to respond to technological advances that have substantially reduced the amount of time it takes to produce financial reports. LCRC's Finance Representative's main responsibility is to assist the Executive Director and Operations Volunteer at continually monitoring LCRC's finances, and perform data analysis to inform LCRC's Executive Director and Board of Directors on ways to maximize the non-profit agency's financial integrity and success.

The Finance Representative will also be responsible for performing other tasks that are specific to LCRC. In other words, the LCRC Finance Representative will perform tasks that are specific to the organization's Mission and Core Values. Since LCRC provides direct services to emancipated foster care youth, it is desirable for the Finance Representative to have knowledge about financing youth programs, tax laws and regulations that pertain to non-profit organizations. Proficient in Quickbooks, Microsoft Office, and GSuite.

**WORKING HOURS:** 2 to 4 hours per week. These hours are subject to change based on the needs of LCRC.