



EACE Board of Directors
Director, Finance
Executive Committee Position

Description:

Serve as model for fiscal integrity and sound money management in conducting EACE business; experience or interest in budgeting, basic accounting, financial software use; financial management skills and interest in financial management/accounting; broad perspective on financial issues and their implications for EACE; ability to analyze environmental conditions and propose strategies for effective response; understanding of tax requirements for EACE and the ability to facilitate the completion of tax returns and financial record review by accountants; effective interaction with other EACE personnel in the conduct of financial affairs; enthusiastic and encouraging and inclusive manner; ability to motivate volunteers and coordinate the work of others; excellent communication skills; ability to function strategically with other leaders; demonstrated ability to follow-up with others in an effective and timely manner; and has demonstrated commitment to diversity and multiculturalism.

Responsibilities:

- Shall oversee EACE Headquarters personnel who has custody of the funds and securities of the association
- Shall regularly review and verify the books of the accounts maintained by EACE Headquarters personnel
- Monitor EACE Headquarters' administration of expense reimbursement process and bill payment for the association to ensure work is done accurately and in a timely manner
- Monitor committee expenditures
- Serve as conference treasurer and monitor conference committee expenditures
- Work with EACE Headquarters to provide needed materials for an annual tax return of the financial books of the association
- Serve as the liaison to the EACE Grants & Scholarships Committee
- Establish/review financial objectives and concerns of the association
- Perform such duties as assigned by the president and the board of directors.