

Local Affiliate Finance Officer Position Description

The local affiliate finance officer (applies to branches, student organizations, YWTF chapters, and CWLEA) oversees the fiscal operations of the affiliate.

Overall Responsibilities

- Open and maintain bank accounts for checking and/or savings and establish authorized check signers for your local affiliate. Each affiliate must use its own IRS-assigned Tax Identification Number (TIN) on all bank accounts.
- Work with your membership volunteer to secure membership renewals, and process dues and fees, and file the necessary forms with your state (if applicable) and the AAUW national office.
- Work with your board to evaluate the financial health and stability of your finances, develop a budget that supports the programs and activities of your group, and support a financial review process.
- Prepare monthly financial statements and include analysis of actual performance against budget.
- Be aware of relevant federal and state charitable tax issues and legal liabilities.
- Process and submit AAUW and AAUW Action Fund in compliance with proper financial accounting procedures, IRS regulations, and AAUW procedures.
- File IRS Form 990-N (gross receipts \$50,000 or less), 990-EZ (gross receipts under \$200,000) or 990 based on gross annual receipts and total asset thresholds. AAUW can file your Form 990-N; simply go to the MSD, which opens May 1 each year, and provide five pieces of information.
- Protect the assets of the group by securing adequate insurance coverage and implementing internal accounting controls and procedures.
- Communicate with AAUW's finance department about listing your affiliate in the AAUW Group Exemption Letter.
- Retain in good order all financial statements, IRS forms and correspondence, sales and use tax certificates, tax determination letters, paid checks, deposits, contracts, and other financial supporting documents consistent with best practices and state laws.
- Adhere to all local, state, and federal charitable tax laws and generally accepted accounting principles and practices.

Responsibilities to Your State (applies to AAUW branches)

- Submit copies of all dues, fees, and contributions reports to your state finance officer in accordance with established policies, procedures, and time lines.

Responsibilities to AAUW National Office

- Work with other officers in your group to ensure that all dues, fees, and contribution reports are submitted and filed with the national office according to established procedures and time lines.

- Review all dues, fees, contributions, and membership reports sent to the national office and alert staff of any discrepancies with your records.
- Ensure that all federal and state authorities and the AAUW national office have the correct contact information for your affiliate.
- Reply promptly to requests for 990-N information.

Time Commitment

- In addition to the above responsibilities, the finance officer may serve on the local affiliate board of directors and other committees as assigned.

Available Resources

- Finance Tool Kit
- [AAUW Finance Committee](#)
- National office staff (finance, member records, and development staffs)