

Operations Finance Officer #03

Board of Governors (BOG) Elected; voting member

Assigned Supervisor President

Assigned Treasurer Operations Finance Officer

Committees Charitable Council, Budget Committees and Constitution and Bylaws

1. The Operations Finance Officer (OFO) is the custodian of the operational funds of the NASC and shall be cognizant of all financial and budgetary requirements. The following are the expectations for any person holding this position.
2. Become acquainted with the NASC Google Drive.
 - a. Password changes to any NASC account must be noted in the NASC Account Information
 - b. Be cognizant of the official documents called the NASC/NASCCA Constitution and Bylaws (C&B), Policies & Procedures (P&P), AFI 34-223 and Private Organizations (PO) rules.
 - c. Maintain Google Drive>OFO folder with the following information:
 - i. Updated job description
 - ii. Budgets
 - iii. List of recurring NASC debts
 - d. Upload a monthly board report to the Google Drive>Board Reports folder by 11:59pm the Thursday before the monthly meeting, or as requested.
 - e. Download the Google Chat app, check frequently and respond in a timely manner.
 - f. Download the Google Meet app, used for virtual meetings, also available on desktop.
3. Take responsibility for the operationsfinance@nellisasc.com email address, check frequently and respond in a timely manner.
4. Sign NASC/NASCCA/TS bank signature cards.
 - a. Maintain oversight of the operations debit card. Assist with all debit card purchases, supported by a disbursement form and receipts.
 - b. Follow up on outstanding checks after 90 days, all checks must be cleared by the end of the BoG year.
5. Become acquainted with NASC Wild Apricot Website
6. The NASC budget is derived primarily from membership dues and up to 35% of gross receipts from outside the membership, IAW IRS Code.
 - a. The purpose of the Mid-year budget revision is to roll in any unbudgeted carryover from the previous year, along with any unbudgeted income received since 1 June. This will carry the NASC through the end of the BoG year.
 - i. Current BoG members make up this committee
 - b. The purpose of the spring budget meeting is to cover minimal operations expenses for the new BoG year. Only \$1000 in operating reserve should carry over from one BoG year to another, unless earmarked for pending purchases or specific events.
 - i. Current and slated BoG members make up this committee. A clear understanding of the NASC accounting requirements and budgeting will ensure a smooth transition
 - ii. **Must be approved by the membership before the end of the BoG year**, so money can be spent over the summer before the membership meets again in the fall.
7. Assist all BoG members with operations line items with understanding their budgets, providing guidance as needed.

- a. Collect and deposit all NASC funds, supported by a deposit income information
 - b. Reimburse for all NASC expenses, supported by a disbursement form and receipt.
8. Review all NASC fundraising requests (open to the public) with the President.
9. Work closely with the Charitable Finance Officer (CFO). In case of absence or CFO vacancy, the OFO is responsible for ensuring duties are completed.
10. See and abide by Operations Finance Officer Timeline