



Finance Chair, Committee of Advisors

Reports to: Board Treasurer

Overall Objective: Support and Assist the mission and vision of Hang Tough Foundation. Provides expertise and oversight of Hang Tough Foundation accounting.

Responsibilities:

1. Network in the community on behalf of the foundation
2. Work with the Board Treasurer and accept responsibilities as assigned to you.
3. Duties and assignments, including but not limited to:
 - a. Supervise contract accountant
 - b. Monitor and supervise financial forms submitted on behalf of HTF
 - c. Development of financial policies and procedures
 - d. Development of financial forms (eg., donor receipts, expense reimbursements, etc.)
 - e. Oversight of cash collections at HTF fundraising events
 - f. Annual inventory of HTF property
 - g. Periodic reconciliations of fundraising events and activities, donations, etc.
 - h. Oversight of FSU Club Finances
4. Attend 75% of Financial Team meetings (meets every other month).

Skill Set:

- Proficient in Google Drive
- Networking Skills
- Accounting Skills
- Community Involvement

Time Commitment: (5-10) hours a month