



#### Financial Reporter

The Financial Reporter shares fiduciary responsibility with the Treasurer. She is responsible for the reporting stages of accounting.

#### Duties:

- Treasurer will provide copies of all monthly transactions no later than the board meetings to the Financial Reporter.
- Enter transactions into Quicken software, generate monthly reports to be presented and approved at monthly Board and General Membership meetings.
- Submit these reports to the designated person to be posted on LOSH website prior to meetings.
- Maintain LOSH accounting record notebook, with copies of all transactional supporting documents, reports, etc. to be reviewed monthly or quarterly by Vice President or other specified person, and annually by a qualified third party.
- Maintain possession of LOSH laptop and financial records, as well as other LOSH information to be stored on the LOSH laptop.
- Chair/Co-chair the Budget Committee and be a member of the Funds Distribution Committee.

#### Skills needed:

- Basic understanding of accounting principles issued by the FASB known as GAAP.
- Computer literacy with Microsoft Windows; Microsoft office (LOSH uses Open Office, a free version similar to Microsoft Office), primarily word and excel. Email proficient.
- Prefer experience in accounting software, LOSH utilizes Quicken.
- Detail oriented person who is willing to commit an average of 10-15 hours per month to position. Time can vary based upon fundraisers and activities, plus meetings.

*Updated 1-2024*