

Audit and Finance Committee

Major Responsibilities:

- The finance committee, consisting of three Pittsburgh Chapter general members (not on the Board of Directors), will conduct a formal audit of the Chapter's financial records every three years (even years) or as deemed necessary by the Board.
- The committee will:
 - Verify that checks and deposits have been properly recorded
 - Verify that expense reimbursement forms have been completed
 - Verify that bank statements and reconciliations are present
 - Verify that all expenditures appear appropriate
- Collaborates with the Board of Directors to meet established Chapter Goals and Strategic Plans

Requirements:

- Is an active paid member of both the national AALNC and the local AALNC Pittsburgh Chapter
- Attends Chapter Board of Director meetings as necessary
- Possesses excellent communication skills, both oral and written, and can communicate with the Board via e-mail
- Must possess knowledge of Microsoft Excel and able to develop and analyze spreadsheets
- Demonstrates leadership and management skills within the Chapter
- Demonstrates commitment to the growth and vision of the Chapter and its Strategic Plan