



## **Vice President of Finance**

Subject to the supervision of the Executive Committee, the Vice President of Finance shall have the custody of, and be responsible for, all funds, securities, fee administration, disbursements, and all financial records of the Association and shall have general supervision of its finances as may be required by the PYHA policies, PYHA By-Laws, Municipal law, Commonwealth law, or Federal laws. The Vice President of Finance presides over the Budget Committee and has full oversight of the Annual Budget once accepted by the board of Directors.

Other duties include:

- Shall attend all meetings of the Board of Directors
- Is responsible for all monies payable to and disbursed from the Association;
- Shall keep or cause to be kept complete and accurate accounts of receipts and disbursements of the Association
- At least weekly, shall deposit all monies and other valuable property of the Association in the name and to the credit of the Association in such banks or depositories as the Board of Directors may designate
- Presents to the Board of Directors a true and accurate accounting of the financial transactions in the form of a Monthly Operating Report
- Shall at all reasonable times exhibit the books and accounts to any officer or director of the Association
- Prepares all financial records to be presented to a non-partial accounting firm not later than fourteen (14) calendar days after the close of each fiscal year in order that tax preparation and an annual review take place
- Shall submit a proposed annual operating budget detailing income and expense line items within 30 days prior to the beginning of the fiscal year or at a time designated by the Executive Committee
- Creates an Annual Report
- Serves as the contact person for financial assistance request and is responsible for scholarship funding and distribution
- Co-signs all bank transactions with the President of the Board or Board appointed designee in the absence of the President
- Shall, if required by the Board, give such bond or security for the faithful performance of his duties as the Board may require
- Shall also perform such other powers, duties and functions as the Board of Directors may from time to time prescribe by these Bylaws, standing or special resolution of the Board of Directors or as the President may from time to time provide