

### **General Description**

The 4-H Management Board Youth Financial Management Director works in conjunction with the Adult Financial Management Director to provide leadership and coordination for all budgeting and accounting activities for the El Dorado County 4-H Youth Development Program (YDP). Jointly the Adult and Youth Financial Management Directors receives, deposits, disburses and keeps a complete and accurate account of all monies and property of the 4-H Youth Development Program. Presents an up-to-date financial report at each meeting of the 4-H Management Board and prepares the annual year-end financial report. The Youth Financial Management Director must comply with all University of California (UC) and 4-H financial policies.

### **Objectives**

1. To manage the 4-H YDP funds in accordance with the 4-H Management Board Constitution and Bylaws.
2. To document financial activity consistent with UC policies and procedures.
3. To ensure that 4-H clubs treasurers have the training and support needed to manage club finances.
4. To implement UC and 4-H financial policies and make adjustments to financial management practices as necessary.

### **Specific Skills**

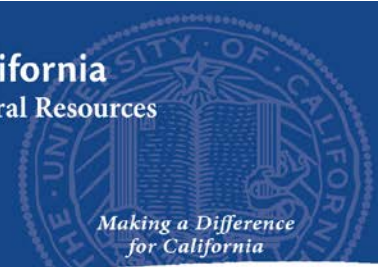
1. Either an understanding of or a willingness to devote the time necessary to learn about the 4-H YDP, especially financial management policies and procedures.
2. Basic experience with club accounting, budgeting.
3. Interest in administrative and management functions and tasks, particularly financial management.
4. Strong leadership skills.
5. Ability and willingness to relate to and work with youth and adults from a wide range of socio-economic and ethnic backgrounds.
6. Enthusiasm, patience, understanding and the ability to motivate youth and adults.
7. Ability to resolve conflict in a timely manner.
8. Ability to communicate effectively.
9. Good organizational and record keeping skills.
10. Computer skills and proficient in computer software programs for word processing and spreadsheets.
11. Be a senior (14-19 years old) 4-H Youth Member.

### **Specific Responsibilities**

In conjunction with the Adult Financial Management Director:

1. Maintain accurate financial records, copies of invoices bills, etc., related to the funds and property of the 4-H YDP, and account fully for all receipts and expenditures.
2. Receive, record and deposit all funds in a regulated bank or similar financial institution to the account established for the 4-H YDP.
3. Pay bills and make other authorized expenditures appropriated in the approved.
4. Comply with all UC financial policies and procedures as outlined in the 4-H Policy Handbook.
5. Develop an annual YDP budget with UC staff established budget committee and submit to 4-H Management Board for approval. The annual budget must be reviewed by the county staff.





6. Complete year-end financial report by September 1<sup>st</sup> as required by the County 4-H Office.
7. Prepare all financial records for an annual audit or peer review.
8. Facilitate training and support to the 4-H club treasurers related to their responsibilities, financial management, budgeting and accounting.
9. Facilitate peer review audits for all 4-H clubs in the county.
10. Serve as an active member of the 4-H Management Board and attend regularly scheduled meetings.
11. Work closely with the 4-H YDP and Office staff.
12. Attend scheduled orientation and training sessions for Directors.

**Relationships**

The Adult and Youth Financial Management Directors are jointly responsible to the 4-H Management Board and the 4-H YDP staff. The Adult and Youth Financial Management Directors work closely Management Board and Program Board to determine funding needs and establishment of an annual budget.

**Time Involved**

The time needed to do the job varies throughout the year. It is estimated that on average 6-10 hours per month throughout the year would be required to do this job well.

**Term of Appointment**

The 4-H Management Board Youth Financial Management Director shall serve a one-year term, with eligibility for reappointment to another one-year term. Applicants will go through an application and selection process.

I have reviewed this job description, and I am willing to volunteer and to serve in the capacity of the 4-H Management Youth Financial Management Director.

\_\_\_\_\_  
4-H Adult Volunteer \_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian \_\_\_\_\_  
Date

\_\_\_\_\_  
4-H Youth Development Program Staff \_\_\_\_\_  
Date

*This document was developed by the State 4-H Office. It is based on materials originally developed by Richard P. Enfield, 4-H Youth Development Advisor and County Director in San Luis Obispo & Santa Barbara Counties and Richard L. Mahacek, 4-H Youth Development Advisor in Merced County.*

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