



**Riverside County 4-H Youth Development Program
4-H MANAGEMENT TEAM FINANCE MANAGER
JOB DESCRIPTION**

General Description

The 4-H Management Team Finance Manager is a middle manager and provides leadership to and coordinates all budgeting and accounting activities for the Riverside County 4-H Youth Development Program (YDP). The Treasurer receives, deposits, disburses and keeps a complete and accurate account of all monies and property of the 4-H Youth Development Management Team and associated 4-H Program Development Team, presents an up-to-date financial report at each meeting of the Management Team and prepares and presents financial reports annually at year-end. The Treasurer must comply with all University of California (UC) and 4-H financial policies.

Objectives

1. To follow UC policies and procedures established to document financial activity in accordance with laws and regulations.
2. To demonstrate an ability to handle funds properly and in accordance with the 4-H Management Team Operating Procedures.
3. To assume primary responsibility of handling the organization's funds.
4. To ensure that 4-H units (e.g., clubs) have the training and support needed to manage unit finances.
5. To stay informed of new UC and 4-H financial policies and adjust 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. Experience with accounting, budgeting and/or financial management.
3. Interest in administrative and management functions and tasks, particularly financial management.
4. Strong leadership skills.
5. Ability 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. Either an understanding of or a willingness to devote the time necessary to learn about the 4-H Management Team, Program Development Team, Committee and Committee Chair concepts in the county and the ability to communicate it to others.





12. Willing to participate in the screening necessary to become a 4-H Adult Volunteer in order to serve as a Finance Manager.

Specific Responsibilities

1. Follow and abide by the 4-H Management Team Finance Manager Job Description.
2. Collect data and develop an annual budget for the county 4-H YDP. Submit the budget to the 4-H Management Team for approval. The annual budget must be reviewed by the county director or designee.
3. Keep accurate financial records, copies of invoices, bills, etc., related to the funds and property of the 4-H Youth Development Management Team and associated 4-H Program Development Team, and account fully for all receipts and expenditures.
4. Receive, record and deposit all funds in an account established for the 4-H Youth Development Management Team.
5. Pay bills and make other authorized expenditures appropriated in the budget or otherwise approved by the Management Team.
6. Comply with all UC financial policies and procedures as outlined in the 4-H Policy Handbook, [Chapter 9: Financial Management](#).
7. Furnish financial reports annually at year-end, or by September 15, and at such times as required by the Management Team and/or the county director. Financial reports include a balance sheet and a statement of revenues and expenses (income statement).
8. Act as custodian of all funds and personal property of the 4-H Youth Development Management Team and associated 4-H Program Development Team and keep a current list of all such property.
9. Prepare all financial records for an annual audit or peer review.
10. Have signature authority on the county 4-H Youth Development Management Team checking account and savings accounts.
11. Provide training and support to the 4-H unit (e.g., club) treasurers related to their responsibilities, financial management, budgeting and accounting.
12. Form a peer review committee to oversee the conducting of audits for all 4-H units in the county.
13. Support 4-H units (e.g., clubs) in completion of required financial reports annually at year-end, or by September 15.
14. Serve as an active member of the 4-H Management Team and attend regularly scheduled meetings (at least 4 per year).
 - a. Help to carry out the responsibilities of the team.
 - b. Serve as an important link between the 4-H Management Team and Program Development Team, Committee Chairs and their committees with respect to budgets, accounting and related financial matters.
15. Coordinate any related ad-hoc committee and work closely with the chairperson to ensure that members are recruited, timelines and policies are being followed and adhered to and the committee is functioning according to the instructions provided to them by the Management Team.
16. Work closely with the 4-H YDP and Office staff.
17. Participate in annual training of treasurers.
18. Attend scheduled orientation and training sessions for Management Team members and Committee Chairs.





Relationships

The Finance Manager is responsible to the 4-H Management Team and the 4-H YDP staff. The Finance Manager works closely with the Resource Development Director to determine costs of the program, provide budgets and communicate funding needs. The Finance Manager cooperates with the other Management Team members and Committee Chairs in the county, as well as other adult volunteers, members and participants in the 4-H YDP. Management Team member and Committee Chair orientation will be closely coordinated with the 4-H YDP staff to assure compliance with 4-H and University policies.

Time Involved

The time needed to do the job varies throughout the year. It is estimated that on average 12-16 hours per month throughout the year would be required to do this job well.

Term of Appointment

The Finance Manager shall serve a one-year term, with eligibility for reappointment annually, following the program year calendar. Regardless of start date, the position expires on June 30th of each year and is eligible for reappointment on July 1st. A reappointment meeting with the CES* occurs in late spring of each year so that mutual agreements and expectations are understood by the volunteer and county personnel.

I have reviewed this job description, and I am willing to volunteer and to serve in the capacity of the Finance Manager.

4-H Adult Volunteer

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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