



**VENTURA COUNTY 4-H
BUDGET AND FINANCE DIRECTOR
JOB DESCRIPTION**

General Description

The 4-H Management Board Budget and Finance Director is a middle manager and provides leadership to and coordinates all budgeting and accounting activities for the Ventura County 4-H Youth Development Program (YDP). The Budget and Finance Director receives, deposits, disburses and keeps a complete and accurate account of all monies and property of the 4-H Youth Development Management Board and associated 4-H Program Development Board, presents an up-to-date financial report at each meeting of the board and prepares and presents financial reports annually at year-end. The Budget and Finance Director 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 Board Constitution and Bylaws.
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 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. 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. An understanding of the 4-H Management Board, Program Development Board, Director and Key Leader concepts in the county and the ability to communicate it to others.
12. Become a 4-H Adult Volunteer prior to serving as a Director.

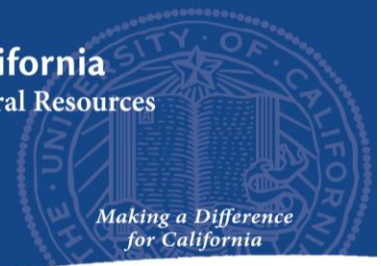




Specific Responsibilities

1. Follow and abide by the 4-H Budget and Finance Director Job Description.
2. Collect data and develop an annual budget for the county 4-H YDP. Submit the budget to the 4-H Management Board 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 Board and associated 4-H Program Development Board, and account fully for all receipts and expenditures.
4. Receive, record and deposit all funds in a regulated bank or similar financial institution to the account established for the 4-H Youth Development Management Board.
5. Pay bills and make other authorized expenditures appropriated in the budget or otherwise approved by the Management Board.
6. Comply with all UC financial policies and procedures as outlined in the 4-H Policy Handbook.
7. Furnish financial reports annually at year-end, or by September 15, and at such times as required by the Management Board 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 Board and associated 4-H Program Development Board 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 Board checking account and savings account.
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 Board and attend regularly scheduled meetings (at least 4 per year).
 - a. Help to carry out the responsibilities of the board.
 - b. Serve as an important link between the 4-H Management Board and Program Development Board, Key Leaders and their committees with respect to budgets, accounting and related financial matters.
15. Coordinate any related ad-hoc committee and work closely with the Directors 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 Board.
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 Directors.





Relationships

The Budget and Finance Director is responsible to the 4-H Management Board and the 4-H YDP staff. The Budget and Finance Director works closely with the Fundraising Director to determine costs of the program, provide budgets and communicate funding needs. The Budget and Finance Director cooperates with the other Directors and Key Leaders in the county, as well as other adult volunteers, members and participants in the 4-H YDP. Director 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.

Reimbursement/Compensation

1. Postage reimbursement for mailings pertaining to Director work (up to the maximum set by the 4-H Management Board).
2. Participation in one professional/volunteer development opportunity pertaining to Director work will be paid (subject to funding and approval by the 4-H Management Board).

Term of Appointment

The Director shall serve a two-year term, with eligibility for reappointment to another two-year term. There must be at least a two-year period after the second term before reappointment can be made to the same position. 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 Budget and Finance Director.

_____ Date

4-H Adult Volunteer

_____ Date

4-H Youth Development Program Staff

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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