



Sacramento United Soccer Club Director of Finance Duty Statement

The Director of Finance shall serve in the absence of the President and Vice-President. The Director of Finance shall manage the funds on deposit, keep the books and financial records, and report the financial status of the Corporation and the teams to the Board of Directors.

Duties Include:

- Processing payroll
- Preparation of tax filing with CPA
- Processing of club payments
- Reconciliation of bank accounts
- Assist with budgets and finances
- Reconcile cash for events
- Review expenses
- Attend all Board of Director meetings and provide monthly financial update
- Other duties as assigned