

# San Antonio African American Community Archive and Museum (SAAACAM)

## Volunteer Roles and Capacities

2019-2020

### Position: Finance Committee Vice Chair

<b>Reports To:</b> Finance Committee Chair	<b>Committee Assignment:</b> Finance Committee	<b>Type of Interaction:</b> In-Person
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<b>Est Time Commitment:</b> 5 hours/week	<b>Term Limit:</b> 1 year, renewable	<b>Number of Openings:</b> 1
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#### Position Description

An essential part of SAAACAM's Finance Committee team, the Vice Chair is responsible for overseeing the development and evaluation of newly created and/or pre-existing Finance Committee documents, processes and/or protocol. The Vice Chair will serve in the capacity of Chair in the absence of the Chair and will serve to ensure the integrity and success of the scope of the Finance Committee.

#### Deliverables

- Review of all finance related documents and activities of SAAACAM within the first month in office,
- Preparation and presentation of monthly, quarterly and annual financial statements,
- Evaluation of those documents and activities with respect to best practice and GAAP,
- Ongoing evaluation of SAAACAM's financial activity and program budgets, plus related.

#### Prerequisites

<b>Education and Training:</b> Bachelors in Finance or relevant degree	<b>Credential(s):</b> NA	<b>Key Competencies:</b> Support financial decision making by collecting, analyzing, investigating and report financial data.
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#### **To Apply**

- Email a one-page cover letter on personal letterhead to [admin@saaacam.org](mailto:admin@saaacam.org).

The cover letter should contain the following: (1) introduction of yourself, (2) mention the position that you are interested in serving in, (3) explanation of your experience, suitable skill set(s) and/or educational and professional background that match the position's description, (4) your contact information for follow-up/next steps.

#### **Suspense**

All applications are due Thursday, 28 February, 2019 by 5PM.

#### **Point of Contact**

Mr. Claiborne Gregory, Finance Committee Chair at [admin@saaacam.org](mailto:admin@saaacam.org).