

The Lincoln Diocesan Council of Catholic Women has an opening for the Financial Secretary position. This is a wonderful opportunity to discover the faith filled role on the treasury side of the executive board.

This role will be completed at the end of the April 2026 Term?

### **Job Duties**

- Reconcile Green Sheets with checks written
- Check that all Green Sheets are filled out correctly and items are listed under the correct budget item
- Initial Green Sheets once they are approved
- Look over hard copy Quicken report to check that all checks are entered in the right budget area
- Assist with Registration at all LDCCW meetings and events.
- Member of Budget and Finance Committee
- Assist Treasurer and assists in preparation of the annual report comparing previous year's contributions to present year contributions at time of audit or compilation report.
- Attend LDCCW Executive and Full Board meetings or any other meetings when called by the President.

### **Skills**

Proficient with email

Understanding of Excel Spreadsheets

### **Most Activity**

Assist with registration at all LDCCW Meetings and Events

Work with the Finance and Budget committee

Work with the Audit Committee

**Applicants best suited are PCCW members who have an understanding of duties in a treasurer position.**

**\*\*Deanery President to submit one person per deanery\*\*** Board will follow up with the member submitting their name.