

**Job Description:**  
**Director(s) of Financial Services**

**Willamette University Institute for Continued Learning**

The **Director(s) of Financial Services** shall have an accounting or financial services background.

The Director(s) of Financial Services provides support for the ICL Board of Directors by developing an annual budget, providing periodic financial reports, processing deposits and payments, and establishing liaison with the Willamette University Business Staff in support of ICL financial activities.

Additionally, the Director(s) of Financial Services serves as the ICL Treasurer responsible for accounting for all ICL funds and advises the board on financial matters and accounting procedures.

**The Director(s) is responsible for the following:**

1. maintaining and retaining ICL financial records
2. preparing an annual budget
3. providing monthly and annual financial reports
4. depositing ICL funds
5. processing payments to presenters
6. reimbursing authorized expenses
7. processing all payments received from Membership, including yearly dues, fees for lunches, field trips, books, and course materials