



**Women in Cable  
Telecommunications™**  
*Carolinas*

## VOLUNTEER POSTING

WICT Carolinas Volunteer Opportunity

<b>Posting Dates:</b> <i>Until filled</i>
<b>What would I be doing?</b> <i>Assist with keeping financial records for Carolinas Chapter</i>
<b>Which committee does it fall under?</b> <i>Finance</i>
<b>What are the key responsibilities?</b> <i>The Finance Committee members prepare complete and accurate financial records of all chapter financial transactions. This volunteer will help ensure we have budget available for requested funds, adequate documentation for payments and correct reporting in QuickBooks to produce the most accurate data for budget and reporting purposes.</i> <i>Specific responsibilities may include:</i> <ul style="list-style-type: none"><li>• <i>Initiating payments to vendors</i></li><li>• <i>Invoicing sponsors</i></li><li>• <i>Help maintain QuickBooks recordkeeping.</i></li><li>• <i>Help programming committees stay within budget</i></li></ul>
<b>How much time will this take?</b> <i>an individual on the finance committee will commit to attending a quarterly committee meeting and complete their assigned duties on a timely basis. Time commitment will average of 2 hours per week.</i>
<b>Do I need any special skills?</b> <i>An individual on the Finance team should have strong organizational skills and a willingness to learn. A background in finance, accounting, or administrative duties as well as strong communication skills are beneficial. Use of tools such as Microsoft Word/Excel/PowerPoint and QuickBooks are desired but not required. We work as a team and tasks are assigned and rotated based on the skill level of each team member.</i>
<b>If I am interested, who should I contact?</b> <a href="mailto:ddeas@insp.com">ddeas@insp.com</a>