

Vice President of Finance -

- Serve as an active member of executive board and assist with decision making
- Record all general funds and report current budget
- File for supplemental funds throughout the year for the University Organization account
- Keep accurate account of Phi Beta Lambda finances
- Have access to the Phi Beta Lambda US Bank account for deposit and paying state and national dues
- Collect and keep filed records of dues, work closely with the Secretary
- Attend all school organizations' budget meetings/hearings
- Provide monthly financial report to executive board