

## HEAR Finance Director

Contributed by Kim Gilliam  
 Friday, 01 August 2008  
 Last Updated Wednesday, 10 September 2008

My name is Kim Gilliam. I am married to Tim Gilliam. We have four daughters who have always been homeschooled. I earned my bachelor's degree in accounting. I worked as an accountant in the healthcare industry until our oldest daughter was born. At that point, I quit my job to be with our family. I enjoy being a mother and a homemaker. My other interests include sewing, cross-stitch, smocking, baking, and reading. I also enjoy encouraging young women in their roles as wives and mothers at home.

My husband and I currently serve as leaders for the Young Couples Sunday School class at Theresa Baptist Church. My girls and I enjoy being in the "Keepers of the Home" club in Caswell County, where I serve as a leader.

You can contact Kim Gilliam via email at: [finance@hearsupport.org](mailto:finance@hearsupport.org)

If you would like to learn more about the duties of our Finance Director, please read on.

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Job Title - HEAR Financial Director /Treasurer

Job Purpose: To Maintain Accurate Accounting of all HEAR Receipts and Expenditures

Key Responsibilities:

- Keep accurate financial records that are open to the HEAR membership
- Deposit all receipts into the HEAR checking account
- Pay all HEAR expenditures from the HEAR checking account
- Prepare a treasurer's report to be made available for all general meetings and board meetings
- Serve on the Board of Directors and is expected to make effort to attend board meetings and all board functions
- Seek persons to fill coordinator position
- Help to create coordinator job description if needed
- Be aware of fund raising plans to ensure they stay within the HEAR Statement of Purpose and Belief
- Work with the HEAR Membership Coordinator as needed to keep an up-to-date record of HEAR membership and payment of dues
- Reconcile the HEAR bank statement on a monthly basis
- Reimburse Expenditures that exceed the budget by 10% without board approval if under \$20 (over \$20 requires board approval)
- Be aware of the scheduled membership signup date and attend to collect membership dues
- Attend membership drive meetings and assist in registration of new members
- Post coordinator information on the HEAR calendar and website
- Keep the HEAR leaders informed of HEAR's financial status
- Submit a bio and photograph to the Website Administrator

Subordinate:

Fund Raising Coordinator:

- § Develop and implement a plan to increase funds to support and sustain HEAR group
- § Select programs that stay within the HEAR Statement of Purpose and Belief
- § Submit fund raising plan to the director for board approval
- § Contact the director with necessary information for the HEAR calendar or website and keep them informed of the fund raising plans
- § Send email announcements to the HEAR leaders
- § Plan fund raising programs to solicit funds or gifts-in-kind for HEAR

- § Write, telephone, or visit potential contributors and persuade them to contribute
- § Take pledges or funds from contributors
- § Record expenses incurred and contributions received
- § May organize volunteers and plan social functions to raise funds
- § May train volunteers to perform certain duties to assist fund raising
- § Submit a bio and photograph to the Website Administrator