



**Position Description: Department Treasurer – American Legion Auxiliary
(Department of Alaska)**

Position Summary:

The Department Treasurer serves as the chief financial officer for the American Legion Auxiliary, Department of Alaska. This position is responsible for the proper receipt, safeguarding, disbursement, and accounting of all Department funds, ensuring transparency, fiscal accountability, and compliance with applicable laws, policies, and the American Legion Auxiliary Constitution and Bylaws.

The Treasurer works closely with the Department President, Department Finance Committee, and Department Secretary to support sound financial management in furtherance of the Auxiliary's mission to honor and serve veterans, military, and their families through Service Not Self.

This position requires integrity, attention to detail, financial competence, confidentiality, and a strong commitment to fiduciary responsibility.

Purpose of the Position:

To manage, oversee, and report on all financial operations of the American Legion Auxiliary, Department of Alaska ensuring accurate financial records, internal controls, and responsible stewardship of Department resources in alignment with the organization's mission and objectives.

Reports To:

Department President and Department Executive Committee (Board) of the American Legion Auxiliary, Department of Alaska.

Essential Functions & Percentage Breakdown

%	Major Function	Key Responsibilities
60%	Financial Management & Accounting	<ul style="list-style-type: none"> • Serve as the principal financial officer of the Department. • Receive, deposit, and disburse all Department funds in accordance with approved budgets and policies. • Maintain accurate, complete, and current financial records. • Reconcile bank accounts and financial statements on a regular basis. • Ensure all expenditures are properly authorized and documented. • Safeguard all financial assets, including cash, checks, and electronic accounts. • Maintain financial continuity between administrative years.
30%	Governance, Compliance & Reporting	<ul style="list-style-type: none"> • Prepare and present Treasurer’s reports at Department Executive Committee meetings, conventions, and other required meetings. • Prepare annual financial statements and required reports. • Assist with budget development and monitor budget performance. • Support audits, financial reviews, and inspections as required. • Ensure compliance with nonprofit regulations, IRS requirements, and ALA financial policies. • Advise leadership on fiscal risks, internal controls, and financial best practices.
10%	Membership Payments & Coordination	<ul style="list-style-type: none"> • Process membership payments and other authorized receipts. • Coordinate with the Department Secretary and Membership personnel regarding membership financial processing. • Maintain authorized access to financial and membership payment systems (e.g., ALAMIS payment functions, as applicable). • Support units and officers regarding financial procedures and compliance.

Qualifications & Competencies

- Commitment to the mission and values of the American Legion Auxiliary.
- Demonstrated integrity and fiduciary responsibility.
- Strong organizational and financial management skills.
- Basic accounting, bookkeeping, or financial reporting experience.
- Proficiency in Microsoft Office (Excel, Word) and electronic banking systems.
- Proficiency in QuickBooks.
- Proficiency in Google Docs.
- Ability to maintain confidentiality and exercise sound judgment.
- Ability to work independently with minimal supervision.
- Ability to follow written and verbal instructions.
- Preferred: prior experience in an ALA unit, department, or related veterans 'organization.

Work Environment & Terms

- This is a key leadership and fiduciary position for the Department of Alaska.
- May be an elected officer or paid/contracted position depending on Department policy and budget.
- Work may be performed remotely or at the Department office as needed.
- Some travel within Alaska and attendance at Department conventions or meetings may be required.
- Authorized signer on Department financial accounts as approved by policy.
- Attendance at Department Executive Committee meetings, annual conventions, and official events is mandatory.

Performance Metrics / Success Indicators

- Accurate and timely financial reports and Treasurer's statements.
- Proper safeguarding and documentation of Department funds.
- Compliance with ALA financial policies and nonprofit regulations.
- Successful completion of audits or financial reviews.
- Positive feedback from Department leadership regarding transparency, accuracy, and professionalism.

Additional Notes

- The Department Treasurer works closely with the Department President, Department Secretary, and other elected officers.
- Responsibilities should be clearly defined in the Department Operations Guide or Board policy.
- This position description should be reviewed annually for accuracy and relevance.
- Sound financial stewardship and transparency are essential to the success and credibility of the Department and the American Legion Auxiliary.

Approved by: _____

Date: 17 Feb 2026