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**JOB TITLE:** Finance Officer

**FLSA:** N/A

**REPORTS TO:** Member of the SALS Board of Trustees

**DATE:** 1/7/2026

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The Finance Officer is a member of the SALS Board of Trustees and provides fiscal oversight of the System by:

- Reviewing financial reports/statements (income, expenses, budgets, warrants, and expenditures) prior to the Board meeting
- Recommending budget actions (transfers)
- Communicating with the Executive Director
- Ensuring compliance of the organization with duties such as paying bills, signing checks, maintaining financial records
- Communicating with auditors, as needed
- Safeguarding SALS' fiscal health