

Job Description: Vice President of Finance

Term: One year

Estimated Time Requirements per month:

- Attending board meetings: 2 hours plus travel time
- Conducting internal Audit with committee: 8 hours plus travel time (one-time annually)
- Attending monthly chapter meetings: 3 hours plus travel time
- Communicating with administrative office about routine issues: 2-4 hours
- Record keeping and financial book upkeep: 2 hours

Position Summary:

The Vice President of Finance manages the operational finances of the chapter. He/She coordinates the budget and operational issues with other board members, as well as administrative services. He/She assures that chapter operations are in compliance with ATD's Chapter Affiliation Requirements (CARE).

Responsibilities:

Budgeting

- Creates an annual operating budget and makes it accessible to members

Conduct Audits

- Audits income/expenses and cash-flow on a monthly basis to ensure chapter's sound financial status
- Reports the results of financial audits to the board in a timely manner

Compliance

- Ensures compliance with CARE.
- Ensures chapter is in compliance with state and federal reporting requirements

Finance/ Operations

- Oversees operations and finance for the chapter
- Reconciles chapter bank accounts on a regular basis
- Oversees the accuracy of record-keeping and reporting
- Issues payment for invoices in a timely manner
- Maintains chapter tax-exempt non-profit status
- Ensures that the chapter maintains adequate insurance coverage

Training

- Recruits and trains incoming vice president of operations and finance
- Recruits and trains volunteers to support audit functions

Board Participation

- Reports all income and expenses to the board on a regular basis
- Reports on financial status of chapter each January at membership meeting and each month at board meetings
- Attends and participates in all monthly board meetings and chapter programs
- Participates in other chapter events, committee meetings, and conferences as available
- Represents chapter professionally and ethically in all business functions/organizational activities
- Participates in the ATD International Conference and Exposition and ATD Chapter Leaders Conference (ALC)

Qualifications:

1. Member of ATD and chapter
2. Demonstrated experience in budget design, fiscal responsibility and accounting practices
3. Good understanding of operations and finance
4. Ability to work with administrative services
5. Time available to fully participate in chapter and board meetings, and represent the chapter regionally and nationally