

Vice President of Finance

Board of Directors – Metro DC Chapter ATD

REPORTS TO: President

TERM: One Year

TIME COMMITMENT: 20 hours/month

PURPOSE: This position is responsible for ensuring the smooth and continuous financial planning and health of the Metro DC Chapter of ATD.

RESPONSIBILITIES:

1. Prepare annual Chapter budget with input from each Board member. Finalize and present budget at Board meeting. Use the chapter by-laws and ATD National CARE Requirements to assist the President and President-Elect with consistent implementation of policies.
2. Establish and monitor control procedures for the collection and disbursement of funds. This responsibility includes requiring signature approval by responsible Board member for all expenditures.
3. Efficiently collect and disburse funds as authorized by established procedures, including depositing funds and paying Chapter bills. Invest excess funds in interest-bearing, FDIC protected accounts.
4. Establish and maintain accurate records of income and disbursements, following generally accepted accounting principles.
5. Prepare and present monthly financial statements at Chapter Board meetings. This responsibility includes distributing a monthly analysis and YTD totals for each Board position to Directors, with full budget reports to the President and President-Elect.
6. Oversee the preparation of the annual financial report and audit; coordinate preparation of federal, state, and local tax and business license forms with accountant.
7. Maintain Chapter tax-exempt non-profit status with the IRS.
8. Manage, offer guidance and lead the assigned board member mentees.
9. Manage and provide oversight of all chapter technology and provide support to directors in the use and operation of technology as well as to maintain licenses and agreements
10. Assist the Chapter President with preparation of and execution of extended yearly strategic planning meeting and mid-year planning meeting

All board members are required to attend 9 of 12 board meetings per year and at least 6 chapter events which may include COPs, Monthly Programs, or Professional Development events.

QUALIFICATIONS:

1. Time available to attend Board meetings and other functions as required by the position.
2. National membership in ATD and status as a member in good standing of the DC chapter.

3. Demonstrated experience in budget design, fiscal responsibility, and bookkeeping practices desired.
4. Ability to build, motivate and lead a team of volunteers.
5. Adept in verbal communication, diplomacy, person interaction, and problem solving.
6. Ability to plan, organize, and evaluate activities required by the position.
7. Ability to complete project with established timeframes and budgets.
8. Ability to delegate tasks and monitor follow-through.

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