

ATD Nashville Position Description: Vice President of Finance

Position Summary:

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

Time Commitment:

Term: 1 year

Estimated Time Requirements per month: 2 to 4 hours

Responsibilities:

- Create an annual operating budget and make it accessible to members
- Audit income/expenses and cash-flow on a monthly basis to ensure chapter's sound financial status
- Report the results of financial audits to the board in a timely manner
- Ensure compliance with CARE (Chapter Affiliation Requirements)
- Ensure chapter is in compliance with state and federal reporting requirements
- Oversee operations and finance for the chapter
- Reconcile chapter bank accounts on a regular basis
- Oversee the accuracy of record-keeping and reporting
- Issue payment for invoices in a timely manner
- Maintain chapter tax-exempt non-profit status
- Ensure that the chapter maintains adequate insurance coverage
- Filing tax paperwork such as 1099's for contractors and employees
- Recruit and train incoming Vice President of Finance and volunteers to support audit functions
- Report all income and expenses to the board on a regular basis
- Report on financial status of chapter each January at membership meeting and each month at board meetings
- Attend and participate in all monthly board meetings and chapter programs
- Participate in other chapter events, committee meetings, and conferences as available
- Represent the chapter professionally and ethically in all business functions/organizational activities
- Participate in the ATD International Conference and Exposition and ATD Chapter Leaders Conference (ALC)