

Job Description

Title: Finance Chair

Date Prepared: January 2019

ROLE OF THE FINANCE CHAIR:

The Finance Chair is responsible for supporting the financial and fiduciary responsibilities of the association with the Treasurer. This role will have the following qualifications and carry out the following responsibilities:

ESSENTIAL RESPONSIBILITIES include but are not limited to:

- Lead research and make assessment to drive recommendations, in conjunction with our 3rd party management company, to the Treasurer and Board as to the appropriateness of our account portfolio across all cash reserves.
 - Consider ideas that:
 - Afford greater health and safety to the Association's cash and assets.
 - Provide a better rate of return as an investment.
- Assist with the management of the 3rd party management company for running the association bank accounts; ensure timely deposits, balance statements, funds transfers, and other items of financial impact to the Association.
- Aid in the creation and submittal of the annual budget and financial report each fall and year-end, in coordination with the Treasurer and the 3rd party management company.
- Support the Treasurer with the development and presentation of monthly reports to include comprehensive financial statements, year-to-date budget comparisons, and bank or investment levels.
- Attend and actively participate in chapter meetings and events as needed.
- Document policies and procedures as needed.
- Identify ways to improve and streamline responsibilities.
- Ensure seamless transition of duties when leaving office, including training of incoming Finance Chair.
- Exhibit high ethical standards, as indicated in the SHRM Code of Ethics and Conduct.

QUALIFICATIONS:

- Active chapter member, maintain membership in SHRM and LWHRA for the duration of the term.
- Knowledgeable about current HR practices.
- Skill in preparing and managing budgets.
- Experienced leader; demonstrated familiarity in planning and organizing the work of others, delegating, and managing deadlines.
- Willing to make at least a year-long commitment to the Board of Directors.