

Volunteer Leader Job Description Chapter Director, Finance

Position Objective:

The Director, Finance ensures that Chapter revenues are properly collected, disbursed and recorded, and its assets properly maintained. Prepares monthly and annual financial statements in the manner required by HRPAs and the Chapter's external accountant.

Reports to:

The Director, Finance reports to the members of the Chapter and to the Chapter President.

Responsibilities:

1. Takes part in the discussion and action on all financial business of the Chapter.
2. With input from the Chapter Directors, prepares the annual budget for review and approval of the Board.
3. Assesses the financial implications of proposals made by the Board and will provide financial advice to the Board prior to final decisions being made.
4. Monitors the financial position of the Chapter on a monthly basis, identifies possible financial irregularities and brings such matters to the attention of the Board for action.
5. Receives, holds and safeguards all funds for the Chapter in the capacity of the trustee and financial agent.
6. Disburses such funds only for approved uses, keeping in mind that the membership dues are in trust for the benefit of the membership.
7. Ensures required authorization is obtained prior to releasing any funds.
8. Prepares quarterly financial statements for the Board.
9. Submits all financial records, as required by the HRPAs and the Chapter's accountant, to the accountant in a timely fashion. If necessary, will meet with accountants to review the files.
10. Prepares and presents annual financial reports at the Annual General Meeting. Tables a proposal to re-engage current accounting firm or alternate.
11. Liaises with bank on all financial matters and is a signing officer. Arranges for signature card for all signing officers.
12. Maintains the Chapter mail box.
13. Attends regular and special Board meetings.
14. Contributes articles to the chapter newsletter as requested.
15. Assists with the Chapter's strategic planning process.
16. Represents the Chapter at monthly meetings and special events.
17. Promotes the Chapter within the community at every opportunity

Qualifications:

Must be an HRPAs member in good standing. A professional accounting designation is preferred. Alternatively, experience in maintaining financial records and statement and budget development is recommended.