

February 14, 2017

Finance Coordinator

APPOINTED BY: Regional Administrative Director
ACCOUNTABLE TO: Regional Administrative Director
TERM: 1 year appointment

Responsibilities:

- Ensures that all financial resources of the region are accounted for in an effective and efficient manner
- Chairs the regional Finance Committee
- Coordinates the long-range financial plan with input from each of the members of the Regional Executive Committee
- Prepares the annual regional budget for the Exec Committee with input from each Regional Director (and all members of each Resource Staff)
- Manages bank accounts and investments and keeps accurate and current records of all financial transactions
- Receives all funds paid to the region and issues all payments
- Negotiates contracts for equipment and services required by the region
- Consults with Regional Administrative Director on all Regional contracts
- Coordinates projects to raise non-dues income
- Presents a report on the region's financial condition at meetings of the Regional Executive Committee
- Prepares an annual financial statement for submission to the appropriate personnel at International Headquarters.
- Submits accounting records for audit at the close of the fiscal year to a qualified person (or persons) selected by the Regional Executive Committee, or for examination or audit at any time as directed by the Regional Administrative Director
- Files Annual 990 tax form (United States regional) with the Internal Revenue Service by September 15 for the preceding year ending April 30
- Provides advice and training to chapter treasurers and serves as a resource to chapters with financial questions
- Provides financial information necessary to complete applications for corporate gifts/grants; and consults with chapters as requested
- Meets with the Administrative Resource Staff and Regional Executive Committee as requested

Each Resource Staff member is responsible for:

- Maintaining comprehensive records and forwarding materials to her successor
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- Training her successor
- Providing budget information to the appropriate Regional Director as requested
- Contributing to, and implementing her assignments from, the Long Range Strategic Plan
- Maintaining contact with other regional and International personnel as appropriate
- Appointing additional staff to assist with the implementation of responsibilities, after consulting with the appropriate Regional Director

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Position Expectations:

- Strong organizational skills
- Strong verbal and written communication skills
- Ability to work independently and within groups
- Problem-solving and decision making skills
- Accounting/bookkeeping skills
- Ability to manage moderate stress in meeting deadlines and working with varying personalities
- Ability to attend regional events