

# **JOB DESCRIPTION**

## **CHIEF FINANCIAL OFFICER**

**Position reports to President**

### **PURPOSE**

To ensure that the Chapter financial affairs are in order, in compliance with all laws and regulations, and documented in accordance with accepted accounting principles.

### **REQUIREMENTS**

- ◆ A member in good standing of the Chapter and National ASTD.
- ◆ Ability to work with numbers and knowledge of basic accounting systems.
- ◆ Time commitment/responsibility (approximately 12 hours per month).

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- ◆ Attend and participate in monthly Board meetings and monthly chapter meetings. Participate in other chapter events, committee meetings and conferences as available.
- ◆ Review records of revenue and expense conforming to generally accepted accounting principles.
- ◆ Establish, communicate, and monitor control procedures for the collection and disbursement of funds.
- ◆ Prepare/supervise the preparation of monthly financial statements and present to the Board at each monthly board meeting.
- ◆ Prepare the annual budget with the assistance of the President and outgoing VP Finance, using input from each member of the Board.
- ◆ Initiate and assist with audits of the Chapter's financial operations.
- ◆ Maintain Chapter tax-exempt, non-profit status consistent with Federal IRS Section 501 (c) (3) and California Regulation 1590.
- ◆ Prepare and publish the Annual Financial Report to the Members by March and have it posted on the Chapter's website.
- ◆ Supervise the accountant's preparation of federal and state tax forms.
- ◆ Serve as signatory on all Chapter bank accounts.
- ◆ Manage the relationship with the Chapter accountant.
- ◆ Groom a volunteers to serve as CFO for the following year.

## **JOB DESCRIPTION**

### **FINANCIAL SCOPE**

- ◆ Guide the financial management of the Chapter.
- ◆ Monitor investments of Chapter assets
- ◆ Signatory on all Chapter bank accounts.

### **SKILLS AND COMPETENCIES**

- ◆ Basic math skills and some knowledge of accounting and/or bookkeeping.

### **OTHER**

- ◆ Contribute on an ad-hoc basis to Chapter communications, including but not limited to:
  - Chapter Newsletter
  - Chapter Blog
  - Chapter eNewsletter
  - Chapter Social Media sites
- ◆ Additional related duties as required.