

## VP FINANCE

- 1. Title:** Vice President of Finance
- 2. Purpose:** To manage the chapter's financial actions, including budgeting, reporting, and auditing, and to advise on long-term business and financial planning.
- 3. Description:** The VP of Finance is responsible for overseeing the financial operations, developing financial strategies, and ensuring the long-term financial health of the chapter.
- 4. Scope of Work:** Direct the finance department, oversee financial planning, and budget management, and ensure accurate financial reporting and compliance.
- 5. Responsibilities:**
  - Develop financial strategies by forecasting capital, facilities, and staff requirements; identifying monetary resources and developing action plans.
  - Monitor financial performance by measuring and analyzing results, initiating corrective actions, and minimizing the impact of variances.
  - Report financial status by developing forecasts, reporting results, analyzing variances, and developing improvements.
  - Manage budget and control expenses effectively.
  - Oversee audit and tax functions, coordinate activities with external audit firms, and review firms' performance.
- 6. Reporting Relationships:** Reports to the President and the Board of Directors.
- 7. Business Acumen Skills:**
  - Expertise in financial management, accounting, and budgeting.
  - Proficiency in financial software and reporting systems.
  - Knowledge of federal and state financial regulations.
- 8. Power Skills:**
  - Leadership and management skills to oversee the finance department.
  - High-level analytical and problem-solving skills.
  - Excellent communication and interpersonal skills to work with all levels of management and staff.
- 9. Key Performance Indicators:** Financial health of the chapter, accuracy of financial reports, adherence to budgets, and successful completion of audits.
- 10. Terms of Service:** Generally aligned with the terms of other executive positions, as determined by chapter policies and bylaws.