

Position Description—Vice President of Finance

Title: Vice President of Finance

General Purpose: The Vice President of Finance provides strategic oversight of the sorORITY with a focus on all aspects of financial management including financial analysis and trending, budgeting, cash management, and corporate compliance.

Classification: Elected

Level: National

Relationships to Other Positions:

Elected by:	Convention Delegation
Accountable to:	National Delegation, National Executive Board
Support from:	National Executive Board, appointees, and staff
Works with:	National Executive Board, appointees, and staff

Term of Service: 2 years

Time Commitment: 5-10 hours per week, with some peak times during big projects

Required Qualifications:

- Lifetime member with alumna status in good standing
- 5 years professional, OPA, or nonprofit experience in managing others
- Experience in managing a budget of \$100,000 or more
- Experience in financial planning for an organization
- Excellent communication skills via electronic communication

Preferred Knowledge/Abilities/Experience:

- Experience as a CFO or CPA, with a degree in business or accounting
- Ability to assess tax and financial statements prepared by paid professionals for accuracy
- Understanding of tax obligations and other financial reports and procedures

Duties and Responsibilities

- Serve as the de facto Treasurer of the organization
- Monitors the budget and tax return preparation and provides the sorORITY with sound financial information and projections to ensure effective decisions and enable strategic planning
- Chair the budget committee for the national organization and present the annual budget to the national delegation for approval each year at convention
- Represent the national sorORITY in all corporate and compliance matters involving inquiries or requests for information from the federal or state governmental or taxing authorities. This includes approving and signing government reports and filings
- Be an authorized signer and account manager on all bank and financial accounts
- Serve as the NEB liaison to the OPA Scholarship Trust
- Ensure financial procedures are compliant with nonprofit best practices and adequate to ensure the safeguarding of sorORITY assets

Convention/Mid-year/District Summit attendance required? Yes/Yes/ No