Uplift Community Alliance®

FINANCE CHAIR
JOB DESCRIPTION

Position Summary

The Finance Chair is responsible for the overall financial planning of the corporation, including creation of the annual corporate (includes auxiliaries) budget with Board and membership approval prior to the beginning of the fiscal year and tracking of operating and capital expenditures to ensure compliance with finance policies and budgetary guidelines/restrictions.

General Responsibilities

- Comply with the committee's Policies.
- Appoint committee members.
- Conduct committee meetings as needed.
- Be a voting member of the Treasurer Committee, attend meetings and submit reports to the Treasurer.
- Manage the committee budget, approve and submit invoices and vouchers to the Treasurer.
- Maintain a committee procedure book and/or electronic records file.
- Submit a proposed budget for the succeeding year as directed by the Treasurer.
- Prepare and submit a year-end report as directed by the Treasurer.
- Submit any job description and/or policy changes to the Bylaws Chair.

Specific Chair Position Responsibilities

1. Send budget request forms to Board and Chairs in January to be completed and returned before the budget meeting in February.

2. Prepare budget worksheets to use at the February budget meeting and subsequent Finance Committee meetings.

3. Track operating and capital expenditures to ensure compliance with financial policies and budgetary limits.

4. Schedule an annual meeting with the insurance agent to evaluate insurance coverage and report to the Finance Committee.

5. Schedule an annual Finance Committee meeting with the investment advisor/s to review the investment policy and portfolio performance.

6. Conduct the annual audit of Uplift Thrift and philanthropic programs inventories.

7. Assist the Treasurer with the corporation's annual financial audit/review.

8. Review all unbudgeted travel plans and expenses of any committee member submitted for approval.

Competencies

Microsoft Word, Excel and email proficiency, Master Data File proficiency
Ability to learn Quickbooks
Digital and electronic communication
Successful background check