



ASTD Maryland Chapter
<http://maryland.astd.org>
astd2030@maryland.astd.org

Finance Director

Position Summary:

Finance Director manages the operational finances of the chapter. He/She coordinates the budget and operational issues with other board members, as well as administrative services. He/She assures that chapter financial operations are in compliance with ASTD's Chapter Operating Requirements (CORE). Handles financial filings at state and federal level

Time Commitment:

Term: Two years

Responsibilities:

Finance/Operations – 4-6 hours per month approximately

- Creates an annual operating budget and publishes it for members.
- Ensures that the Chapter maintains adequate insurance coverage.
- Ensures chapter is in compliance with MD and federal reporting requirements.
- Oversight of basic financial operations including but not limited to:
 - Pay bills within 2 weeks of receiving invoice.
 - Bring expense items in question to President and/or Board.
 - Deposit membership and Chapter meeting checks bi-weekly
 - Reconcile Chapter bank accounts, CDs, monthly.
 - Report all expenses and income to Board on a monthly basis, providing a summary report of actual versus budget.

Board Participation – 3-5 hours per month approximately

- Reports all income and expenses to the board on a regular basis
- Reports on financial status of chapter each year at membership meeting and each month at board meetings
- Attends and participates in all monthly board meetings and chapter programs
- Participates in other chapter events, committee meetings, and conferences as available
- Represents chapter professionally and ethically in all business functions/organizational activities
- Participates in ASTD Chapter Leaders Conference (ALC)

Annual Audit – 8 hours plus travel time (one-time annually)

- Recruits and trains volunteers to support audit functions
- Audits income/expenses and cash-flow on a monthly basis to ensure chapter's sound financial status
- Reports the results of financial audits to the board in a timely manner

Qualifications:

- Must be detail oriented and have understanding of basic financial principles or willingness to learn
- Ability to plan, organize and execute activities as required by the position
- Time available to fully participate in chapter and board events
- Understanding of or willingness to learn Quickbooks
- Ability to complete projects within established timeframes
- This position requires joint membership to ASTD National and ASTD Maryland Chapter.