



## Fargo Moorhead Human Resource Association

### Finance Director Job Description

The Finance Director is an elected position

The Finance Director position is a two year term

The Finance Director is a voting position on the Board of Directors

The Finance Director must be a SHRM member in good standing

#### Position Summary:

Act as financial officer and advisor to Chapter Board of Directors. The Finance Director shall receive, hold, and safeguard in the capacity of trustee and financial agent, all funds for the Chapter.

#### Responsibilities:

- Process all monetary transactions related to the Chapter timely.
  - Receive and process all Chapter income
  - Make disbursements
  - Balance the FMHRA bank account
  - Keep current and accurate records of all financial transactions of the Chapter.
- Act as primary signer on disbursement checks for approved expenses.
- Provide copies of the income/expense report at each Board meeting.
- Publish a quarterly summary of income/expenses in the Chapter newsletter.
- Prepare and manage the annual budget.
- Complete the annual audit process, as outlined by SHRM.
- Keep all financial records relating to the financial aspect of FMHRA, according to Chapter and IRS guidelines.
- File appropriate forms with the IRS by required deadlines and other tax forms as necessary.
- Act as the registered agent with the Secretary of State for the non-profit status of the corporation. Update the contact name with the State as required.
- Welcome and register members at monthly Chapter meetings.
- Meet the requirements of the SHRM Chapter Achievement Plan for all areas of responsibility for the Finance Director position.
- Attend and participate in the annual planning meeting, including all budgetary requests for the upcoming year.
- Attend and contribute to monthly Chapter and board meetings including scheduled planning meetings.
- Assist in the management of the affairs of FMHRA, adhering to the Chapter bylaws and Constitution.
- Represent the Chapter in the Human Resources community.