

Finance Committee Chair

Job Purpose:

The Finance Committee Chair sits on the board of directors and assists the organization in establishing adequate and effective internal controls and procedures. The finance committee chair provides guidance and assistance in ensuring that the organization's financial statements are accurate and complete and ensures that the organization's financial statements are audited using a third-party firm.

Essential Duties:

- Ensure implementation of organization's finance policies.
- Support the organization's fund raising campaigns.
- Support SHRM activities that involve income and expenses, assuring proper policy and audit control.
- Develop an annual operating budget with SHRM President and Finance Committee.
- Approve the budget within the finance committee.
- Monitor adherence to the budget.
- Present all financial goals and proposals to the board of directors for approval
- Ensure approved financial policies and procedures are being followed.

Qualifications:

- College education: Master's degree
- Proven leadership abilities.
- Strong interpersonal skills and the ability to work and communicate effectively with a wide range of constituencies.
- Effective management skills, analytical skills and organizational skills.
- Ability to multi-task multiple projects.
- Ability to plan, organizes, implement, evaluate and modify programs and processes.
- Ability to effectively assess needs and implement plans.
- Ability to work with confidential information.
- Knowledge of financial and public communities.
- Professional in attitude and appearance.