

Finance Director

Team	Governance
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Position summary	<p>The Finance Director oversees the Presentation Guild's financial operations to ensure the association's financial health and sustainability.</p> <p>They manage the financial planning, budgeting, forecasting, reporting, and auditing processes and provide strategic financial guidance to shape the organization's direction and growth.</p>
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Key responsibilities	<ul style="list-style-type: none">• Develop and implement financial policies, procedures, and internal controls to ensure compliance and efficiency.• Responsible for accurate bookkeeping and accounting, ensuring all transactions are properly processed and recorded.• Create, document, and maintain standard operation procedures for financial operations.• Manage the association bank account, payment processors, and financial software.• Monitor the association's financial performance and report to the board monthly on budget variances and overall financial health of the organization.• Drives publication of the annual report and provides financial reporting for the annual meeting.• Evaluate all dues and non-dues revenue streams and collaborate with the governance team, development committee, and other board directors to identify potential new revenue streams in alignment with the organization's purpose, mission, and strategy.• Manage cash flow and ensure sufficient liquidity to meet the organization's financial obligations.• Prepare accurate and timely financial statements, including income statements, balance sheets, and cash flow reports.• Lead the annual budgeting process, working closely with the governance team and other board directors to develop realistic budgets that align with the organization's strategic goals.• Prepare regular financial forecasts, identifying potential risks and opportunities, and advising the leadership team on necessary adjustments.• Provide financial analysis and insights to support strategic decision-making and long-term planning.• Collaborate with the governance team to develop and implement the organization's financial strategy.• Evaluate and advise on the financial impact of potential investments, projects, and strategic initiatives.• Develop long-term financial plans that support the organization's mission and growth objectives.• Assess the financial performance of the organization against its goals and develop strategies to improve financial health.• Ensure compliance with all financial regulations, tax laws, and reporting requirements at the local, state, and federal levels.• Oversee the organization's annual audit process, working with external auditors to ensure accurate and compliant financial reporting.
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- Identify and manage financial risks, developing and implementing strategies to mitigate potential risks.
 - Ensure that all financial records are maintained in accordance with accepted accounting principles and standards.
 - Recruit and retain a team of volunteers and contractors for financial operations, set performance targets and manage performance to achieve them, and ensure succession for the finance director's role.

Qualifications

- Education or significant work experience in finance, accounting, business administration or a related field.
- Experience in financial management, preferably in a leadership role.
- Strong knowledge of financial management, accounting principles, budgeting, and financial analysis. Proficiency in financial software and tools.
- Excellent verbal and written communication skills, with the ability to present complex financial information to non-financial stakeholders.
- Strong analytical and problem-solving skills, with the ability to think strategically and align financial planning with organizational goals.
- Thorough understanding of financial regulations, compliance, and risk management practices.
- Passionate about providing effective, meaningful, and satisfying solutions for presentation enthusiasts that will support them in their career and business journey.

Time commitment

- Attend monthly board meetings. A minimum of 75% attendance is required.
 - Plan and lead at least monthly team meetings, plus recurring check-ins, cross-team, workgroup, and committee meetings as needed.
 - Work an average of 10-15 hours per week on organizational activities.
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