

**Director of Finance**

**Reports To:** President & President Elect

**Prerequisites:**

1. Must be an IIDA Ohio Kentucky Member
2. Must have served on the current Board, as a City Center Director, or as a committee member at the City Center level.
3. Strong financial acumen.
4. High level of comfort using Google Drive and Google Sheets.

**Job Description:**

Primary responsibilities include overseeing managing the finances of the Chapter including budgets and bank accounts. This is a non-voting Chapter position.

**Responsibilities:**

1. Deposit all checks/money received by the Chapter.
2. Pay all invoices and requests for payments approved by the Board.
3. Review all bills and virtual card requests entered in Airbase for compliance with submission requirements and accuracy.
4. Review all Chapter and City Center Program Reports for conformance with the Chapter budget.
5. Assist all IIDA OHKY volunteers with Airbase issues / questions.
6. Present monthly Financial update at Chapter meetings.
7. Maintain the Chapter's budgets and coordinate the budgets set by the Chapter and (5) City Centers.
8. Review PLC monthly for accuracy. Coordinate any issues with IIDA HQ's financial team.
9. Assist in invoice creation/collection for events across the Chapter. .
10. Assist VP of Benefactors with collection & tracking of income from Benefactor Package.
11. Work with Chapter President, President-Elect, and VP of Benefactors in the development of the yearly budget for Chapter and City Center for Chapter Board approval.
12. May be asked to contribute towards financial or sponsorship efforts of key chapter wide signature events such as Student conference or Design awards.
13. Two year commitment with the following time requirements:
  - a. Monthly chapter conference calls (60 minutes), generally first Tuesday of every month.
  - b. Attendance at strategic planning annual chapter retreat (4 days), generally Thursday - Sunday the third week in July.
  - c. Attendance and participation at three quarterly chapter meetings per year (2 days), generally from 3PM Friday to 4PM Saturday.

**Benefits:**

1. Opportunity for leadership and professional growth.
2. Interaction with other members and industry leaders.
3. Opportunity for recognition and service within the IIDA association.