

Finance Coordinator

Job Description



Ensures that all financial resources of the region are accounted for in an effective and efficient manner

Coordinates the financial long-range plan in conjunction with other team coordinators

Prepares and submits the annual budget for the region

Manages bank accounts and investments

Keeps accurate and current records of all financial transactions

Receives all funds paid to the region and issues all payments

Negotiates contracts for services and equipment required by the region

Holds sole authority to sign contracts on behalf of the region

Coordinates projects to raise non-dues income (ways and means)

Presents a report on the region's financial condition at meetings of the Regional Management Team

Prepares an annual financial statement for submission to the Controller at international headquarters

Submits accounting records for audit at the close of the fiscal year to a qualified person (or persons) selected by the management team or for examination or audit at any time as directed by the management team

Provides advice and training to chapter treasurers and serves as a resource to chapters with financial questions

Provides financial information necessary to complete applications for corporate gifts/grants

Maintains contact with appropriate staff members at international headquarters

Maintains comprehensive records and forwards materials to successor

Trains her successor

Appoints staff to assist in the implementation of her responsibilities

A vodcast outlining each RMT member's duties has been created and can be found in the Leadership section of the Members Only portion of the Sweet Adelines International website

Recommended Skills and Competencies

- Relevant regional service or equivalent related experience
- Experiences as chorus treasurer
- Thorough knowledge of accounting systems
- Experience in financial management (budgeting, investing)
- Ability to communicate financial plan
- Knowledge of accounting software (spreadsheets)
- Knowledge of contracts