Executive Vice President for Finance

3-year term

Responsibilities

1. Serves on the Leadership team;
2. Develops and presents an annual budget to be approved at the Executive Board meeting held during the NACAC conference;
3. Provides fiscal oversight (checks and balances) for the Executive Director and reviews financial transactions;
4. Manage monthly expenditures (including salary and benefits to staff) in coordination with the Executive Director, and review monthly financial statements to ensure accuracy and fiscal responsibility;
5. Oversee and approve reimbursements of Executive Board members, grants to members, and bursary processes for organization activities;
6. Makes budget estimates for each committee in coordination with the VP of each committee;
7. Works with the President-Elect on the budget of the annual conference;
8. Recommends to the Executive Board investment and audit policies and supervises all other International ACAC financial matters, as well as prepares financial reports for the Executive Board;
9. Reports on the financial condition and results of operations of International ACAC to the Executive Board and general membership in meetings and written communications;
10. Serves as a voting member of the Executive Board.

Required Knowledge/Skills: The Vice President for Finance needs to have basic accounting/bookkeeping skills. Although the Executive Director is responsible for the day-to-day financial activities of International ACAC, the Vice President for Finance provides checks and balances to ensure that both the Executive Director and Executive Board are fiscally responsible.

Time commitment: NACAC Board Retreat (3 days). If a member is unable to attend the retreat due to extenuating and unforeseen circumstances, remote attendance will be made available. NACAC Conference attendance is optional; International ACAC Conference with Board Retreat (7 days). Attendance at the International ACAC Conference is required; International ACAC Leadership Retreat (3 days); planning and preparation time (3-8 hours per week). All time commitments are non-inclusive of travel time.