



## Finance Director/Treasurer | MMANC Board — Position Description

### TITLE:

Finance Director/Treasurer

### TERM:

As with all Board positions, this position begins annually on January 1 after elections are conducted.

This position serves a **two-year term** due to the complexity of the position and need for consistency in financial management. The incumbent Finance Director/Treasurer is eligible for re-election to retain their position at the end of their term.

### DUTIES:

- Receives, distributes and maintains accounts of all organizational funds.
- Maintains the organization's investments, checking account and credit card accounts.
- Publishes, on an annual basis, a year-end financial report.
- Produces a monthly finance report that is delivered at Executive Board Meetings and Full Board Meetings.
- Attends official meetings of the organization including the monthly full Board and monthly Executive Board Meetings via virtual meeting platform (each meeting is one hour, plus preparation time), and the Annual Conference (3 days).
- Works with Region Co-Chairs, Signature Event Chairs, Conference Director, and the Program Director to ensure proper accounting for events.
- Works with accounting consultants to maintain all accounts receivable and accounts payable activities including generating invoices, receiving payments and issuing reimbursement requests.
- Prepares and files the organization's tax returns during the spring.
- Transmits all records, accounts and undistributed funds to a successor.

### OVERSIGHT:

The Finance Director/Treasurer serves as a member of the Executive Board which consists of



the President, Vice President, Finance Director/Treasurer, Communications Director/Secretary, Membership Director, Program Director and Immediate Past President.

**QUALIFICATIONS:**

- Must be a current MMANC member in good standing.
- Experience in financial management in municipal government or non-profit agencies is highly recommended.
- Past Treasurers have had experience as a finance or management analyst, or finance manager in a municipal role.
- The Finance Director/Treasurer role is typically held by an individual who has had prior experience serving on the MMANC Board of Directors as a Region Co-Chair.

**ADDITIONAL CONSIDERATIONS:**

- The time commitment for this volunteer position is at minimum **five (5) hours per week**, in addition to meetings during the work week as specified in the Duties section above.
- Incumbents in this position is a typical training ground for those interested in serving in future years on the Executive Board.