



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/Treasure 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.
- Manages the organization's insurance and renewals.
- Transmits all records, accounts, and undistributed funds to a successor.

**MINIMUM EXPECTATIONS:**

- Attend the majority of the Full Board meetings (held as frequently as once per month), attend Board Retreats (held twice per year), and the Annual Conference.
- Attend the majority of the Executive Board meetings held per year.
- Respond to Board and member correspondence in a timely manner and communicate regularly with Board leadership, planning committees and accounting consultants as needed.
- Maintain familiarity with MMANC Bylaws, Board policies, and financial policies and procedures relevant to the position.
- Provide timely and accurate financial reporting, including monthly financial reports and the annual year-end financial report, and maintain appropriate records of MMANC's financial activities.
- Work collaboratively with Board members, event leads, and accounting consultants to ensure appropriate financial management of MMANC funds, events, accounts receivable, accounts payable, reimbursements, and other financial responsibilities.

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 Full member in good standing.
- Experience in financial management in municipal government or non-profit agencies is highly recommended.
- Ability to exercise sound judgment, maintain accurate financial records, handle confidential financial information, and communicate financial information clearly to the Board.
- Prior experience serving in an MMANC leadership role, preferably including service as a Region Co-Chair or on a Board committee, is preferred.



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.
- Experience with municipal or nonprofit financial management, budgeting, accounting, or related responsibilities can contribute to success in this volunteer leadership role.
- Incumbent in this position is a typical training ground for those interested in serving in future years on the Executive Board.