

## Position Description

<b>Title</b>	VP, Finance and Administration
<b>Category</b>	VP
<b>Level</b>	Advanced
<b>Reports to</b>	Chief Operating Officer
<b>Date</b>	12/1/2021
<b>Purpose Statement</b>	
The Vice President, Finance and Administration supervises all financial and business affairs of the North Carolina Medical Society (NCMS) and its affiliated organizations.	
<b>Qualifications</b>	
Experience	<p>Minimum five (5) years' experience in financial, operations, payroll and business management. Demonstrated abilities include:</p> <ul style="list-style-type: none"> <li>• Interpersonal communication and leadership</li> <li>• Technical knowledge and skills in the modern principles, practices and methods of organization, accounting, finance, personnel and human resources, and payroll management</li> <li>• Preparation of financial projections, budget reports and comprehension of financial and personnel reports and practices required by state and federal regulations</li> <li>• Strong background and skills in financial and database management software</li> <li>• Experience preferred in non-profit management of accounting functions</li> </ul>
Education	Bachelor's Degree or higher in Business Administration, Accounting, Financial Management, or other related field. CPA preferred.
Technology	Microsoft Office software (Word, Excel, Outlook, PowerPoint). Experience with Raiser's Edge and Financial Edge also desirable.
<b>Key Result Areas</b>	

<p>Financial Management</p>	<ul style="list-style-type: none"><li>• Manage all day-to-day financial affairs of the Society and its affiliated organizations. Supervise, prepare and maintain financial statements, records and reports; oversees preparation of required federal and state tax returns; prepares and maintains annual G&amp;A and capital expenditure budgets</li><li>• Oversee financial compliance and controls and risk management issues, including management of insurance policies</li><li>• Manage accounting processes and reporting for all reserve funds and investments in accordance with the official investment policy. Assist leadership with monitoring investment funds and interaction with consultants</li><li>• Advise VPs on budget preparation and monitor overall annual budgeting process</li><li>• Maintain accurate financial records</li><li>• Monitor and maintain bank accounts and advise leadership of cash requirements and liquidity</li><li>• Supervise accounts payable functions including monitoring purchase order system and timely and accurate payment of obligations and purchases</li><li>• Administer and monitor adequate system of internal control with the Audit Committee and auditors</li><li>• Responsible for the preparation and conduct of annual audits</li></ul>
<p>Payroll Administration and Human Resources</p>	<ul style="list-style-type: none"><li>• Serve as Payroll Officer, responsible for the payment of wages, payroll records, expense reimbursement, remittance of the appropriate amounts due Federal and State regulatory authorities, preparation of W-2 Forms, and applicable quarterly and annual reporting</li><li>• Prepare regulatory and internal reports including Sales Tax report, Staff Retirement Plan administration, employee benefits and other regulatory reports as required</li><li>• Maintain personnel files</li><li>• Manage staff oversight of employee benefit plans, workers' compensation and unemployment compensation programs</li></ul>

Leadership	<ul style="list-style-type: none"> <li>• Provide financial input and leadership on strategic objectives</li> <li>• Advise leadership on overall financial position and enhancements</li> <li>• Supervision of Operations Team Staff</li> <li>• Participate in overall management objectives with VPs</li> <li>• Provide support to Leadership, Committees and Task Forces as requested</li> </ul>
<b>Strategic Commitment</b>	
<p>A. Understand NCMS Enterprise vision, mission, goals, and values.</p> <p>B. Actively promote NCMS Enterprise to members, non-members and other stakeholders.</p> <p>C. Support an environment that encourages teamwork; open, honest and respectful communications; and where every team member is valued and accountable.</p>	
<b>Growth Opportunities</b>	
<p>This position has 3 levels: Experienced, advanced and senior. Progression through the levels is dependent on years of experience, performance, and skill development and the following:</p> <ul style="list-style-type: none"> <li>• Education: <i>Example:</i> seeking additional education and training relevant to their job responsibilities (or something to that effect), perhaps put interaction with a mentor here.</li> <li>• Experience: <i>Example:</i> years of relevant work experience, relevant skill development, level of sophistication in decision making (low, shared, independent);</li> <li>• Responsibility: <i>Example:</i> able to do all that is expected, willing and able to assist others, taking on new responsibilities.</li> <li>• Performance: <i>Example:</i> are you not meeting, meeting, or exceeding your goals.</li> <li>• Tools for growth include the Insights Discovery psychometric tool and participation in NCMS Grows.</li> </ul>	
<b>Employee Signature</b>	
<b>Date</b>	