



JOB DESCRIPTION

Title: Vice President of Finance

Reports to: the President, the Executive Committee and Board of Directors. The Vice President of Finance will play a critical role in developing and implementing fiscal management and developing budgeting plan and strategies for WGASC/ADLA.

As a member of the Executive Committee, the Vice President of Finance will be an advisor to the President, board of directors, and other relevant internal stakeholders.

The Vice President of Finance will oversee the establishment and oversight of sound systems of accounting, financial operation and reporting, budgetary reporting and control.

Additional Duties:

- In conjunction with the Executive Director of WGASC/ADLA plan and organize the yearly budget.
- Ensure that the WGASC/ADLA financial plans are carried out and followed.
- Work with the Accounting Firm and CPA to WGASC/ADLA
- Prepare the report for the Annual Membership Meeting.
- Work with the Board of Director to ensure that an external audit is completed to fulfill the By-laws of WGASC/ADLA
- Oversee Monthly Bank Statement and Reconciliation Reports
- Payroll Assistance in QuickBooks and Intuit.
- Assistance in Collection of Employee and Independent Contractor W9, Direct Deposit data.
- Assist with Signature Show and Championship Ticket Sales Reconciliations and Deposits.
- Auditing of Ticket Sales for Accounting Firm and CPA yearly taxes.
- Maintain State Sale Tax Permit
- Ability to work with sensitive information and maintain confidentiality.
- Assumes other duties as assigned by the President

Skills:

- Strong Accounting or Business background.
- Knowledge of finance, accounting, budgeting and cost control principles.
- Knowledge of automate accounting reporting systems.
- Knowledge of federal and state finance regulations.
- Working knowledge of short and long term budging reports, statements and projections.