



Position Description for

DIRECTOR OF FINANCE & OPERATIONS

REPORTS TO: President, Forsyth County Chamber of Commerce

Job Summary

The position of Director of Finance & Administration is responsible for the fiscal and operation efficiency of the Forsyth County Chamber. Their main duties include efficient financial management for the organization; talent recruitment; building maintenance; and workplace operations.

Qualification Summary

Education & Experience

- Minimum a college degree; or equivalent experience.
- Minimum of five years of leading and managing finances and office operations.
- Eligible to obtain a valid State of Georgia driver's license within the first 90 days of employment.

Critical Thinking Skills

- A clear understanding of the role the chamber plays in economic development and community development in Forsyth County and the organization's responsibilities to the business community.
- Possess skills necessary to establish and maintain effective working relationships with diverse people and organizations.
- Experienced team builder and leader that will effectively represent the chamber in a professional manner at all times.
- Ability to evaluate and select among alternative courses of action quickly and accurately.
- Ability to work well in high-pressure situations while maintaining composure and objectivity.
- Ability to identify potential issues and develop methodologies to prevent or limit the impact of those issues.
- Ability to assimilate complex information and data from various sources and consider, adjust, or modify to meet the constraints of the need.
- Ability to effectively listen to, understand, and clarify concerns and issues expressed by stakeholders.



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Financial Skills

- A strong background in accounting and record keeping best practices.

Technology and Communication Skills

- Proficient with word processing and Excel skills to prepare business correspondence and reports with speed and accuracy.
- Skill in writing grammatically correct routine business correspondences such as letters, emails, meeting minutes, and other documents as required.
- Ability to speak clearly when addressing fellow colleagues, guests, and members.

Specific Duties and Functions

Accounting

- Through department leaders, annually develop a detailed operating budget for the chamber based on projected revenues and initiatives divided by departments and functions.
- Report on a consistent basis to the chamber's Finance Committee and other bodies as identified by the President the current finances.
- Work with each department on a monthly basis to present current financial status and integrate those numbers with the department's goals.
- Approve and supply external accounting firm necessary documents and invoices for prompt payment to vendors.
- Assist external auditors with necessary documentation of records and bank statements.
- Account for the Regulatory and Compliance requirements that are required to meet the chamber's day-to-day management.

Technology

- Maintain all records and software management documents required to operate the office in an efficient manner.
- Oversee vendor management tools for the chamber; i.e., logins, passwords, renewals, payment information, payment plans, etc.
- Prepare, as required, training opportunities for chamber staff on various programs.

Meeting Coordination

- Assist in preparing and executing chamber Executive Committee and Board meetings.
- Assist in preparing regular meetings of the chamber's Finance Committee.
- Coordinate Investors Council Special Events.
- Schedule regular check-in meetings for current investors.
- As assigned, assist in the coordination of special projects undertaken by the chamber.

Operations

- Organize weekly team meetings to evaluate programs and plan for upcoming programs and initiatives.
- Maintain accounting of supplies and order placements.
- Develop and maintain chamber improvement plans such as capital expenditures, vendor management, disaster plans.



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- Maintain all equipment and building requirements to meet OSHA standards.

Talent Development

- Maintain all personnel records in a secure location.
- Identify growth opportunities for current team members that will improve their performance and professional development.
- Identify qualified professionals, as budget allows, as candidates for future team positions.
- Maintain all vacation and sick leave calendars.
- Implement a plan to make sure the chamber office is staffed appropriately at all times.

Organization Structure and Conditions

Entrepreneurial and Team Partnerships - Accountability and a focus on outcomes are central features of the culture in the Forsyth County Chamber of Commerce. An environment of entrepreneurialism is fostered and encouraged by giving talented team members freedom in developing their plans of work. Those plans once adopted by the chamber Board are then closely monitored by colleagues and chamber Board leadership through a shared project management application. Chamber team members are expected to identify ways of supporting one another to achieve outcomes and to hold one another accountable. The organization strongly supports innovation through thoughtful, team oriented, data-based decision making.

Working Conditions - This is a diversified job requiring sustained mental effort related to public contacts, organizational issues, mediation, planning and technical areas as well as travel, public speaking, and non-standard business hours. The position may require lifting as approved by OSHA and standing long periods of time.

The Forsyth County Chamber of Commerce, Inc. is an equal opportunity employer. The chamber does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status.



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