

VICE PRESIDENT FINANCE

POSITION DESCRIPTION

The Vice President Finance is elected by the National Board in accordance with the National Constitution and Bylaws and is responsible to the National President and the Executive Board for overseeing the records of all income and expenses and bank accounts in the name of NPMA and issuing reports when required.

Authority

As an elected National Officer, the Vice President Finance has such authority to perform as is set forth in the National Constitution and Bylaws.

Duties and Responsibilities

1. The following specific duties and responsibilities are delegated to the Vice President Finance. This list is not intended to be inclusive.
2. Maintain record of all income and expenses and establish and maintain a bank account in the name of NPMA.
3. Submit annually the financial report for the current year and the financial budget for the operation of NPMA for the following year, for presentation to and approval by the National Board at the annual meeting.
4. Project the financial growth and other significant financial developments, and present these at the annual meeting.
5. Review monthly the financial status of the NPMA organization, and provide counsel to the President relative to the financial income and expenses compared to the budget.
6. Submit quarterly financial reports of budget versus income and expenses to the President and Executive Board.
7. Provide for an outside disinterested Certified Public Accountant (CPA) to audit the financial records and, when possible, issue their accompanying audited financial statements and audit opinion no later than sixty (60) days prior to the annual meeting and at any other time deemed appropriate by the National or Executive Board.
8. Per Capita Revenue - Each year, the VP of Finance will present to the Executive Board a report of the budget amount per person as it relates to our overall financial position, taking into consideration the projects or programs the Executive Board wants to implement and comparing the cost with our available financial resources. We will establish a reserve policy that defines a reserve target as a percentage of the annual operating budget. In addition, the Executive Board will consider the current consumer price index and the decrease in buying power. Lastly, we will continue to benchmark with comparable associations to assure our dues amount is fair and equitable. The main objective is to keep the dues per member as low as is feasible and still meet our Association objectives.

Performance Schedule

1. National Office Interactions:

VP's Responsibilities	National Office's Responsibilities
Oversess development of annual budget which is approved by the National Board of Delegates	Provides historical data for the last three years Makes National Office recommendations Communicates any special projects Inputs budget into accounting program
Co-signs checks greater than \$1,000*	Write all checks, forward checks greater than \$1,000 for co-signature
Reviews financial reports	Send copy of the following financial reports <ol style="list-style-type: none"> 1. checkbook reconciliation 2. checkbook 3. uncleared checks 4. income statement 5. balance sheet 6. monthly actuals
Monitors the annual audit	Supplies the official income statement and balance sheet, and fulfills auditor's request for information

2. National Office General Responsibilities

- a. Maintain Accounting System and Maintains all official books and records
 1. Accounts Payable
 2. Payroll tax deposits
 3. Maintain hard copy records of fiscal transactions
 4. Prepare state and federal unemployment taxes
 5. Monthly reconciliation of bank statements for NPMA
 6. Monthly reports for the VP Finance and other officers
 7. Retrieve and distribute fiscal information
 8. Prepare employers quarterly Federal Tax Returns
 9. Prepare W-2 and 1099 tax forms
 10. Prepare year-end analysis of taxable income and corresponding expenses i.e., catalog and advertising income
 11. Prepare personal property tax forms
 12. Distribute and mail all correspondence in a timely fashion.
 13. Fulfill all special request.
 14. Good custodial care of all NPMA financial matters.
 15. Financial audits have been very positive in the pass, recommendations are evaluated and changes made as necessary.

3. Transition with National Office

- a. For banking purposes, the Vice President Finance must supply social security number, driver's license number and expiration date, and birthday.
- b. Sign the bank accounts signature cards, available during the transition meeting.

Clarification of NPMA Bylaws Article V: Expenditures, Section 1. General Expenditure (C) All checks issued by NPMA for payment of any obligations incurred by NPMA not within the approved budget shall be signed by two (2) of the National Officers specified in Article V, Section 1(A) above.

The Executive Director is required to have all checks co-signed by the President, Executive Vice President, or Vice President of Finance if total expenditure exceed the budgeted total expenditures. The Executive Director is not required to have checks co-signed when an individual expense line item is over budget.