

Document #: NSSA ADM112	Title: NSSA DIRECTOR OF FINANCE	Print Date: 6/2/2016
Revision #: 0.1	Prepared By: James Gast / Steve Scales	Date Prepared: 5/24/2012 (revision)
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Standard: N/A		

Policy: A description of the NSSA Director of Finance’s Responsibilities and Duties above and beyond those generally associated with his duties managing the Accounting Department.

Purpose: To further clarify the duties and responsibilities of the Director of Finance.

Scope: Applies specifically to the Director of Finance.

Responsibilities:

Hired by and serves at the behest of the NSSA Executive Committee.

Serves as a member of the NSSA-NSCA Finance Committee.

Required to attend all Executive Committee Meetings.

Duties:

1.0 SPECIFIC DUTIES AND POWERS EXTENDED

- 1.1 Reports to the Executive Director in areas of Finance and Accounting contributing to the general management of the Association.
- 1.2 Reports to the NSSA President, Vice-President, and Treasurer, while working in conjunction with the NSSA-NSCA Finance Committee Chair regarding matters of budget and fiscal policy.
- 1.3 Enforces fiscal policy and compliance with budgetary guidelines.
- 1.4 Represents the Association in matters of banking policy and negotiations.
- 1.5 Represents the Association in matters dealing with maintaining the Association’s insurance portfolio, negotiating premiums, and reviewing claims.
- 1.6 Liaisons with independent auditors and tax accountants/attorneys in the preparation of tax documents and financial statements.
- 1.7 Acts as NSSA Management’s Representative at meetings of the NSSA Audit Committee.
- 1.8 The Executive Director with the Director of Finance will jointly approve any short term borrowing up to \$250,000 having first advised the President and Finance Committee Chair and agreeing on a recommended repayment plan. Any proposal

to enter into long term debt or short term debt in excess of \$250,000 must first be submitted to the Finance Committee by Management. The Finance Committee will determine whether to recommend that proposal to the Executive Committee who then has the authority to approve or disapprove the proposal

Revision History:

Revision	Date	Description of changes	Requested By
0.0	5/26/2011	Initial Release	J Gast
0.1	5/24/2012	Clarify Duties	NSSA Pres.