



Title: Finance Director

Date: August 2022

Position Attainment

This position is selected by the President and approved by the Executive Committee.

Job Description

This position is responsible for the financial activities of the NGJA.

Essential Duties

This position is charged with the following duties:

- Be the NGJA chief financial officer.
- Prepare and maintain the NGJA financial books and records.
- Oversee the collection and dissemination of NGJA funds.
- Serve as the chairperson of the NGJA Finance Committee.
- Prepare and present a financial report regarding NGJA funds at the NGJA Governing Board meeting held in conjunction with USA Championships or Olympic Trials, with such report to be made available to all NGJA members.
- Provide NGJA financial information to other Vice Presidents and Region Directors upon request
- Prepare and file any necessary NGJA tax returns.
- Advise and guide the NGJA Local Associations in proper accounting and use of a Local Association's funds in compliance with NGJA guidelines and the Local Association's Bylaws.

Experience/Education

- They must be at least nineteen (19) years of age.
- They must be an accounting professional (CPA or equivalent preferred).
- They must be an active NGJA member certified above the Compulsory level.
- They must be actively judging within the previous nominal year.
- They must be in good standing with the NGJA, their association, and the current gymnastics national governing body.

Skills

- Good understanding of federal and state financial requirements that apply to the NGJA.
- Excellent verbal and written communication skills.
- Extremely organized and detail oriented.
- Able to work well with NGJA Executive Committee, Governing Board and judges at all levels.
- Provide responses to questions in a timely manner.

- Can effectively function in a rapidly changing environment.
- Ability to delegate appropriately for large projects and manage the results.