

*Be the catalyst to empower the advancement of human resources.*

**Job Description**

**Position:** Finance and Audit Director

**Position Summary:** Conduct financial audit for chapter quarterly and annually. Act as advisor to chapter board of directors on financial audit matters. Evaluate the organizational financial structure and activity, up to and including income, expenses, borrowing, audits, bank relations, and other financial procedures. This position reviews procedures for handling accounts in a fiscally responsible manner.

Accounting and Auditing Matter: The finance and audit director shall address all reported concerns or complaints regarding accounting practices, internal controls or auditing. The finance and audit director shall immediately notify the President and/or Treasurer and/or any audit committee of any such complaint and work with the board until the matter is resolved.

**Responsible To:**

* Members of the chapter
* Chapter president and board of directors

**Essential Duties and Responsibilities:**

* Audit all financial records for the chapter on a quarterly and annual basis and report findings to chapter president, vice-president and treasurer.
* Review the disbursement of funds only for normal and usual uses unless the chapter's board of directors shall otherwise direct.
* Audit transactions to ensure they are budget approved or board approved:
* Budget approved transactions are approved with the annual budget and should be indicated as such on the Request for Payment Form.
* Board approved transactions are approved at monthly chapter meetings and should be indicated as such on the Request for Payment Form. Review the minutes for an approval and vote.
* Complete quarterly reconciliation of records between all HRMN Accounts to include: Bank, Accounting Software, and Payment Software.
* Complete year-end review of records to ensure no records have changed during course of year.
* Complete timely audit to comply with SHRM reporting requirements.
* Provide quarterly and annual report to the Board of Directors and general membership.
* Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
* Represent the chapter in the human resource community.
* Attend all monthly membership and board of director’s meetings.

**Other Duties and Responsibilities:**

* Provide contacts and resources to help grow and develop the organization and its members.
* Maintain adequate records for use by successors and other board members.
* As an active Board member, submit agenda items for board and chapter meetings, ask critical questions, and assist with Board decisions that affect Chapter membership.
* Must be in “good standing” within the Chapter.
* Know or build knowledge about the Chapter and SHRM.
* Follow SHRM Code of Ethics.
* Stay informed of human resource trends and timely issues affecting the profession and organization.
* Assist with social media applications.
* Maintain confidentiality of chapter board issues and membership data.
* SHRM membership is strongly encouraged.

**Requirements:**

* Must be able to reconcile accounts
* Possess working knowledge of general accounting practices and policies
* Present a professional appearance and friendly manner
* Be dependable and punctual
* Willingness to participate and engage in chapter and community activities as a volunteer
* Be courteous and personable when dealing with the public
* Be self-directed, willing to take initiative, and detail-oriented
* Respect and maintain confidentiality of HRMN volunteers, partners, and donors
* Computer skills are desired, but not necessary

**Training & Resources:**

* Attend Volunteer Leadership Academy
* HRMN By-laws
* HRMN website <http://hrmn.shrm.org>
* Volunteer Leadership Resource Center website <http://community.shrm.org/vlrc/home>
* SHRM website <http://shrm.org>

**Time Commitment:**

* Once per month for board meeting (approximately 1.5 hours, typically 8:00 – 9:30 am)
* Once per month for membership meeting (approximately 1.5 hours)
* Quarterly audit (approximately 1-2 hours per quarter)
* Annual audit (approximately 3-5 hours annually)

**Benefits:**

* Volunteer opportunities
* Community involvement
* Apply, develop and improve leadership skills
* Build and improve your HR competencies
* Expand your professional network – locally, regionally and nationally
* Share your knowledge and learn from others
* Build relationships of trust
* Be a recognized catalyst for the HR profession
* Be recognized by external stakeholders for your HR expertise

Human Resource Management Network of Manhattan, KS, an affiliate of the Society for Human Resource Management, is located in the heart of the Flint Hills of eastern Kansas. Membership is composed of management and administrative level persons responsible for human resource related activities in the organizations. Our local chapter includes members from several local communities and surrounding counties. We are a local resource for networking, information, professional development, and continued support of excellence in Human Resources. For more information, visit [www.hrmn.shrm.org](http://www.hrmn.shrm.org).