

# NATIONAL ATHLETIC TRAINERS' ASSOCIATION

## JOB DESCRIPTION

TITLE: director of finance and administration

POSITION REPORTS TO: executive director

### SUMMARY

Oversees accounting, finance and budgeting. Prepares payroll and pension deposits on web/pc based system and administers employee benefits. Supervises office operations and building maintenance. Supervises registration function at annual meeting. Serves as assistant treasurer of NATA PAC.

### JOB DUTIES

#### **Finance:**

1. Supervises accounts payable and receivable.
2. Supervises financial reporting, including statements and budgets and manages the annual external audit.
3. Manages investments and works closely with investment counselor.
4. Works with the executive director and the Finance Committee to formulate and maintain financial policies and procedures.
5. Reviews the monthly financial statements and presents them to the executive director; oversees appropriate changes. Distributes financial statements to Board of Directors, Finance Committee and staff directors and liaisons.
6. Coordinates and attends Finance Committee meetings.
7. Coordinates annual budget process. This involves compiling national office budget based on department head requests and coordinating budget preparation schedule, receiving budget requests and compiling budget drafts. Interfaces with executive director, Finance Committee and auditor on this project.
8. Provides financial analysis and projections as requested. Coordinates banking, including establishing and updating accounts.
9. Performs miscellaneous duties, such as monitoring cash and investment account balances; handling correspondence with IRS, state tax departments, etc., through CPA firm; works with outside accountants for financial information and auditing purposes; coordinates corporate credit cards.
10. Oversees preparation of IRS 5500, 990 and 990T returns by CPA firm. Supervises preparation of 1099 reports and property tax returns and payments.
11. Coordinates and supervises on-site registration at the annual meeting. Schedules staff and volunteers and performs as staff supervisor.

12. Supervises accounts payable and deposits of funds, production of financial statements and investment funds for NATA Research & Education Foundation, Inc. Manage the Foundation's cash and bank accounts.
13. Supervises JCSM accounts payable and deposits of funds, production of financial statements and manage the bank account.
14. Assistant treasurer of NATA PAC. Reconciles bank statements, transfers NATA member donations per iMIS reports and prepares payments as requested.

### **Administration**

1. Maintains and processes payroll and employee benefit programs (125 Plan, 401(K), health and dental insurance, pension plan, etc.).
2. Supervises building maintenance and tenant relations functions.
3. Supervises receptionist function and mailroom functions.
4. Performs other duties assigned by the executive director.

08/30/06