



## Vice President(VP), Finance

### Our Mission and Vision

NAAHR NJ exists to provide a unique global forum for the career development of Black and African American human resources professionals.

The National Association of African Americans in Human Resources NJ (NAAHR NJ) is an inspirational, unique career development and networking powerhouse for Black and Brown Human Resources Practitioners and those who are aligned with our goals to provide: Networking, Career Opportunities, Educational and Professional Development, Mentorship and Coaching and Tools, Tips and Resources. These opportunities will enhance the careers of our members and position them to be key contributors of the strategic direction of their organizations!!

### Job Summary

The Vice President of Finance is responsible for processing the financial activities of the National Association of African Americans in Human Resources NJ chapter (NAAHR NJ) to maximize profits and financial plan for its growth. The role includes analyzing data and advising the executive team on ways to use that information to make strategic decisions about NAAHR NJ's future. With a hands-on approach to all aspects of the organization's finances. The VP of Finance must ensure NAAHR NJ complies with tax laws and regulations specific to the organization and non-profit status; works closely with the NJ Executive Board and Chapter Leadership to achieve the goal of NAAHR NJ's finance while delivering and ensuring the highest level of service to our members.

### Duties/Responsibilities:

- Serve as a financial advisor to the President and NAAHR NJ Executive Team for strategic planning purposes
- Oversee all sides of accounting operations, including payables, receivables, payroll, and tax preparation
- Develop appropriate tracking methods for revenue and expenses.
- Oversee development, oversight, and management of the organization's investment plan
- Lead and manage the budgeting process
- Gather financial data for analysis and forecasting with respect to profits, trends, costs, and compliance
- Coordinate the preparation of annual, quarterly, and monthly reports
- Manage insurance coverage for the organization, including compliance
- Process the financial activities of an organization to maximize a company's profits and plan for its growth



- Ensure the organization complies with tax laws and regulations specific to our non-profit status

### **Commitment:**

- Attend NAAHR NJ committee meetings up to 70%.
- Ability to commit volunteer time with a minimum of 20 hours per month.

### **Educational and Functional Experiences Preferred:**

- A BS/BA degree from an accredited college/university; MBA or MA/MS in human resources or related field preferred.
- A minimum of 5 years of HR experience, with at least 2 years of executive HR experience and/or at least 2 years of international HR experience.