

NC REALTORS® Job Description

Updated 5.3.18

Title of Position: Chief Financial Officer

Department: Finance

Supervisor's Title: Chief Executive Officer

Nature of Position: Responsible for managing the financial operations by directing and coordinating activities consistent with the established goals and objectives and policies of NC REALTORS®. Responsibilities include:

- Preparation and/or review of all financial reports for distribution internally and externally.
- Supervision of staff (Accounting Manager, RPAC/Accounting Assistant, Accounting Assistant and Membership Manager) to insure completion of departmental work and goals in a timely and professional manner.
- Develop, with input from NC REALTORS® staff and working with the NC REALTORS® Treasurer, an annual budget for NC REALTORS®.
- Monitor budget to actual comparison throughout the year, communicating variances to staff and Treasurer and assisting Treasurer with reporting financial information to committees as requested.
- Develop, maintain and monitor system of internal controls and financial policies.
- Coordinate accurate recordkeeping for NC HOA and RPAC and file all required reports and returns with the NC Board of Elections and/or Federal and State governments as required.
- Create, record, report and close local referendum committees as approved by Issues Mobilization Committee to fight the transfer tax in North Carolina.
- Maintain relationships with bank, investment broker and independent Auditors.
- Work with Accounting Firm to complete accurate Federal and State tax filings for NC REALTORS® and related entities as covered in contracts through NC REALTORS® Management Corporation.
- Secondary to the CEO, the CFO may from time to time have a need to execute agreements, contracts, documents, certifications and instruments necessary or convenient in connection with the management, maintenance and operation of the business or in connection with managing the affairs of the organization, as authorized and directed by the CEO and Board of Directors.
- Collaborate with the CEO on the purchase of contracts of liability, casualty or other insurance for the protection of the properties or affairs of the organization or the members or for any purpose beneficial to the organization.
- Supervise and approve purchase of office equipment, furniture, supplies, and any additional equipment that may be necessary to the accomplishment of the organization's mission.
- Manage employee benefits programs.

- Building Maintenance/Capital Improvements
- Other duties as designated by the Chief Executive Officer.

Background Requirements

Education

A bachelor's degree from a four-year institution is required. An advanced degree in education or a related area is preferred. Certified Public Accountant license preferred or other professional designation.

Professional Skills

- Strong organizational skills, attention to detail and ability to meet deadlines
- Advanced knowledge in accounting and taxation practices and laws, financial statement presentation, cash management practices, financial management tools and procedures in both not-for-profit and for-profit corporations.
- Strong communication skills (both written and verbal)
- Demonstrate understanding of and ability in Microsoft Word, Excel, Publisher and PowerPoint and various accounting, election and other software packages.
- Strong interpersonal skills for successful member support and interaction
- Management skills, especially the ability to motivate support staff
- Advanced understanding of the NC political contribution rules specifically relating to reporting issues and deadlines.
- Ability to communicate effectively and concisely with all levels of staff, and all levels of management including large groups.

Relevant Experience

A minimum of ten years professional experience in finance, accounting, auditing and/or tax preparation with concentration in not-for-profits.

Dimensions

Four (4) direct reports: Accounting Manager, Accounting Assistant, Membership Manager, RPAC/Accounting Assistant

Position Relationships

- Staff liaison for NC REALTORS® Budget and Finance Committee
- Staff liaison for NC REALTORS® Audit Committee
- Staff liaison for NC REALTORS® Investment Advisory Committee