**NATIONAL ASSOCIATION OF REALTORS®**

**SAMPLE Job Description**

Job Title:Chief Financial OfficerDepartment:Administrative

Status: F/T FLSA Status: (do not complete)

Reports to: Chief Staff Officer (CSE) Revision Date: 8/5/17

Number of Direct Reports:

*Disclaimer:* *Please note that this sample job description is for consideration and reference only, with the hope that it is a helpful resource. It is not policy, and there is no requirement to use this sample. It is not intended to represent the best, or the only job description for this position. The needs and interests of each association vary, therefore, an association must craft and tailor the job description that is most suitable and appropriate for the association’s needs and interests.*

**POSITION SUMMARY:**

The Chief Financial Officer (CFO) works closely with the organization’s Chief Staff Executive (CSE) and other team members to administer the financial policies developed in concert with the Board of Directors and the CSE to ensure the sound financial position of the association.

**ESSENTIAL FUNCTIONS:**

* Manage the accounting for the association (and the MLS if applicable) including, but not limited to:
	+ Effectively administer accounts payable and accounts receivable.
	+ Remit new member dues to state and national.
	+ Complete required reporting in a timely fashion.
	+ Maintain accurate general ledger records (including, but not limited to, inventory adjustments, depreciation and capitalization entries, deferred dues revenue, etc.).
	+ Prepare monthly and quarterly reports as required by financial policies and procedures.
	+ Maintain personal property inventory and asset log and prepare annual personal property tax returns.
	+ Maintain required information for political action committee contributions, prepare paperwork and checks for state and national portions of contributions, and submit required information to appropriate entities in a timely fashion.
	+ Be knowledgeable about accounting related bylaws, rules and regulations, and policies and procedures.
	+ Keep the CSE apprised of all financial operations and issues.
* Ensure adherence to the financial solvency compliance criteria of NAR’s Core Standards, requirements within the financial policies, working with the CSE in an annual review of the policies, and recommend amendments when needed.
* Ensure completion of the specified goals of the strategic plan within areas of assigned responsibility.
* Meet the

**QUALIFICATIONS:**

This position requires an individual who is customer friendly, detail oriented and able to balance multiple (and sometimes competing) priorities. This individual must have knowledge of Generally Accepted Accounting Principles (GAAP). The individual in this position will be primarily interacting with the REALTOR® members regarding their accounts and as such must be able to maintain a professional, calm, and respectful demeanor while still being approachable to a diverse membership. A minimum of three (3) years’ experience in accounting or bookkeeping or equivalent degree is expected. Additional beneficial skills are a working knowledge of (specify accounting software), a familiarity with various social media platforms, an acuity for learning new technologies, and the ability to explain financial reports to individuals and groups of various experience levels.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

1. Ability to walk, stand, and sit (including on the floor) for long periods of time.
2. Must be able to lift and carry supplies weighing up to 20 pounds.
3. Ability to stand or sit while maintaining alertness for several hours at a time.
4. Position may require bending, leaning, kneeling, and walking.
5. Ability to speak concisely and effectively communicate.
6. Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency
7. Ability to view/enter data for long periods of time.