



Nellis Area Charitable Association

P.O. Box 9785, Nellis AFB, NV 89191 | nellischaritable.org | admin@nellischaritable.org

Nellis Area Charitable Association Chief Financial Officer Position Description

Executive Board of Directors (EB) Elected; Voting member

Board of Directors (BOD) Elected; Voting member

Supervises None

Indirectly Supervises None

Committees - Constitution and ByLaws, Budget, Position Descriptions, Programming, Grants, and Scholarships

Administration

1. The Chief Finance Officer (CFO) is the custodian of the operational and charitable funds of the NACA (501c3) and shall be cognizant of all financial and budgetary requirements. The following are the expectations for any person holding this position.
2. Become acquainted with the NACA Google Drive.
3. Password changes to any NACA account must be noted in the NACA Account Information.
4. Be cognizant of the official documents called the NACA Constitution and Bylaws (C&B), Policies & Procedures (P&P), AFI 34-223 and Private Organizations (PO) rules.
5. Maintain Google Drive>CFO folder with the position description, Budgets and List of recurring NACA debts.
6. Upload a monthly board report to the Google Drive>Board Reports folder by 11:59pm the Thursday before the monthly meeting, or as requested.
7. Download the Google Chat app, check frequently and respond in a timely manner.
8. Download the Google Meet app, used for virtual meetings, also available on desktop.
9. Take responsibility for the Chief Finance Officer email address, check frequently and respond in a timely manner.
10. Prepare the required quarterly Private Organization paperwork for the Executive and Deputy Executive Director to submit by the 15th day of the month in that quarter.
11. Prepare the required annual Private Organization paperwork for the Executive and Deputy Executive Director to submit by the 31st of January.
12. Complete annual mandatory fire extinguisher training.

Finance

13. Maintain and sign for all debit cards and check books for NACA banking accounts including the Thrift Shop account. Gain access and become acquainted with online banking.
14. Assist with all debit card purchases, supported by a disbursement form and receipts. A new debit card must be activated with each new BoD year.
15. Create and update funding request form for all Board of Directors for funding requests outside of their approved budgeted items.
16. Assist all BoD members that have operating line items with understanding their budgets and providing guidance as needed.
17. Collect and deposit all NACA funds, supported by a deposit detail.
18. The NACA budget is derived primarily from the Thrift Shop (TS) profits and a designated share of profits from NACA fundraisers, as well as donations received.
19. Chair the budget review for both the Thrift Shop and the Charitable side within the first 90 days of the board year at the volunteer onboarding meeting. Invite and request all Board of Directors to provide input.



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20. Submit budget requests for the CFO position at the initial and mid year budget review.
21. Chair the budget review for both the Thrift Shop and the Charitable side at the midpoint of the board year. Invite and request all Board of Directors to provide input.
22. Reimburse for all NACA expenses, supported by a disbursement form and receipt. Review and update forms as needed. Coordinate with Executive Director or Deputy Executive Director as needed for reimbursements that require a dual BoD signature.
23. Confirm all Board of Directors have submitted reimbursement requests before the final calendar day of the board year and ensure all funding is closed out before the end of the board year, to be ready to be turned over to the next Chief Financial Officer.
24. Review and recommend updates to financial policies and procedures to keep NACA's finances well-managed and compliant.
25. Provide guidance and training to Board members and staff on managing budgets, reimbursement processes, and financial rules.
26. Monitor cash flow regularly and prepare financial forecasts to help the Board make informed decisions.
27. Maintain an up-to-date record of all financial transactions, including deposits, expenditures, and reimbursements.
28. Prepare and present clear, concise financial reports for monthly Board of Directors meetings.
29. NV State tax exempt form renewal is due every 5 years (UTD 2019), see procedures in the TS file cabinet.
30. File the taxes according to IRS procedure for the Nellis Area Charitable Association.

Marketing

31. Disburse funding for approved Marketing expenses.
32. Provide Marketing any requests to highlight key accomplishments in your program.

Charitable

33. Disburse funding for all Charitable Requests approved by the Grant Committee.
34. Disburse funding for all Scholarship Recipients approved by the Scholarship Committee.
35. Keep a record of all charitable donation checks.
36. Keep a record of Charitable funding receipts provided by the Grant Chair within the board year. Ensure there are no disbursements or outstanding receipts between 1 June and 31 August.
37. Keep CCO abreast of the Charitable budget when requested.
38. Review, revise, and brief the CCO of their budget at the initial budget review and mid year review.

Outreach

39. Disburse funding for approved Outreach expenses.
40. Keep COO abreast of the Outreach budget when requested.
41. Review, revise and brief the COO of their budget at the initial budget review and mid year review.

Thrift Shop

42. Ensure the Thrift shop is staying under budget and provide Thrift Shop budget updates at each Board of Directors meeting.
43. Maintain proper reserve balance in the Thrift Shop bank account and transfer funds appropriately to maintain the reserve balance.
44. Prepare a budget worksheet listing expenditures to-date and remaining funds for each line item using



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information gathered from the BoG.