



DEDICATED TO THE EXPLORATION, STUDY, AND CONSERVATION OF CAVES

SECRETARY-TREASURER (Accounting & Finance Division Head)

Location: Remote

Category: Paid, Part-Time \$100/hr

Time Commitment: 10/hrs per week

Contact:

About the NSS

Founded in 1941, the NSS is the largest membership organization dedicated to caves & caving. Composed of over 8,000 members and 250+ local chapters - known as grottos - we connect cavers so they can explore, study and conserve caves worldwide.

About the Secretary-Treasurer Position

The Secretary-Treasurer (ST) oversees all financial & account operations of the NSS. It is the non-profit equivalent of a CFO. They are accountable for financial strategy, budgeting, forecasting, and reporting. Additionally they are responsible for compliance with all regulations and tax requirements. The ST works closely with the Executive Director to support all components of the the NSS by insuring good financial practice and operations. As the Head of the accounting & finance division, they must have the management skills and experience to protect the interest of the Society, manage and resolve challenges, and instill respect and confidence across the team and membership.

Key Division Head Responsibilities

- Manage all teams within S-T Division.
- Work hand in hand with the Executive Director (ED) to accomplish the Society's mission.
- Keep the ED informed of developments and issues in a prompt manner.
- Compile quarterly reporting from Division teams 30 days ahead of Board Meetings.
- Compile financial reporting 30 days ahead of Board Meetings
- Guide Division teams, ensuring alignment with the Strategic Plan and resource availability.
- When possible, attend team meetings as an ex-officio member. Meetings are typically held over Zoom.
- Foster team spirit by inspiring and recognizing the efforts of teammates & direct reports.
- Develop and update—with Board approval—a Handbook for each Division team. Ensure compliance.
- Resolve vacancies, resource gaps, and interpersonal conflicts effectively.
- Monitor spending within the Division's budget. Approve/manage invoices, reimbursements, and grant dispersal.

Division Specific Responsibilities

Management Responsibilities:

- Manage the NSS' part-time Bookkeeper
 - Bookkeeper is responsible for record keeping and coding in Quickbooks
- Manage the NSS' volunteer Insurance Team
 - Insurance Team is responsible for procuring and managing insurance coverage for the NSS
- Manage the NSS' Personal Property Team
 - Team is responsible for accounting for equipment and other non-financial assets in the organization
- Responsible for filling vacancies in the above

Financial Planning:

- Develop and implement financial strategies, budgets, and forecasts.
- Work with the Executive Director and Division heads to develop the NSS budget on an annual basis
- Provide financial insights and recommendations to the Executive Director and Board.
- Oversee long-term budgetary planning and cost management



NATIONAL SPELEOLOGICAL SOCIETY, INC.
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Financial Management and Reporting:

- Manage and oversee the organization's financial operations, including accounts, payroll, and financial statements.
- Prepare and present accurate and timely financial reports to the Board of Directors 3 times a year.
- Ensure compliance with all financial regulations, accounting standards, and non-profit best practices.

Audit and Compliance

- Coordinate and lead an annual audit or financial review with outside firm
- Work with the Finance Review Committee to setup and evaluate internal financial controls

Taxes, Payroll & Accounting

- Accountable/Responsible for the NSS' Annual Tax return
- Accountable for managing outside payroll firm
- Manage the NSS' A/P platform, AvidXchange
 - Batch approve payments approved by Division heads twice weekly
 - Manage users & user permissions
 - Ensure Bookkeeper is properly coding invoices
- Responsible for the National Speleological Foundation Relationship
 - Calculate distributions and donation transfers to the Foundation on a twice yearly basis
 - Responsible for contract upkeep (w/ Board Approval)

Required Qualifications

- 5+ years of relevant work or volunteering experience
- Bachelor's degree in Finance, Accounting or related field. MBA/CPA preferred.
- Ability to represent the organization professionally internally and externally
- Expert proficiency in non-profit accounting & GAAP standards, tax requirements, etc.
- Familiarity with the following platforms preferred:
 - Quickbooks Online
 - Stripe
 - AvidExchange
- Talented people manager, with a proven track record of successfully supporting high-performance from volunteer staff and indirect collaborators.
- Individual with a positive, affable, and approachable manner, who cares about the work of and the people on their team. Promotes a constructive and fun teamwork-oriented work environment.
- Ability to build strong relationships with volunteer, remote teams within and across Divisions. Strong interpersonal skills and ability to engage effectively with internal and external stakeholders. Can resolve interpersonal conflicts within and across teams and Divisions.
- Demonstrated ability to anticipate strategic program needs and risks, taking the initiative to address them.
- Action-oriented, flexible problem-solver with an ability to manage multiple varied teams, develop solutions to obstacles and resource gaps, embrace and communicate effectively through ambiguity, and drive task completion.
- Willingness to roll up sleeves and ability to overcome barriers and setbacks.
- Excellent written and oral communication skills and ability to operate collaboratively in an environment with coworkers using Google Workspace or Microsoft 365 Products.

The NSS is committed to diversity and inclusion. All individuals, regardless of personal characteristics, are encouraged to apply.