

Chief Financial Officer

Primary Objective of Position:

To manage and direct ARRL operations relating to personnel policies, financial functions, purchasing and administrative services, and the development office.

Accountability:

The Chief Financial Officer is accountable to the Chief Executive Officer.

Major Areas of Responsibility:

1. Employs and directs Headquarters staff and maintains performance standards in those Headquarters operations listed above.
2. With the Chief Executive Officer, drafts budget plans and manages operations by approved plans.
3. Collects monies due ARRL and deposits; delivers surplus funds to the Treasurer for investment.
4. Verifies and pays bills owed by ARRL.
5. Draws and counter-signs checks.
6. Maintains the financial records of ARRL and prepares financial reports for the Chief Executive Officer, Board of Directors, and the Administration & Finance Committee as requested.
7. Is in charge of all property of ARRL.
8. Performs other such duties as the Chief Executive Officer may assign.