



Young Jains of America

Federation of Jain Associations in North America

Position Description

The primary duties of the Director of Finance shall include, but not be limited to:

1. Tracking and maintaining the Organization's finances (expenditures and revenue) in accordance with the Organization's Constitution and JAINA's guidelines, by:
 - a. Initiating monthly recurring payments;
 - b. Updating and maintaining Quickbooks for bookkeeping;
 - c. Managing Stripe and other tools used for financial operations;
 - d. Developing budgets for YJA projects and initiatives in conjunction with Directors; and
 - e. Developing budgets for regional retreats in conjunction with the Director of Events and Regional Coordinators;
2. Working with the Co-Chairs and the Director of Fundraising to develop a budget for the Organization at the start of each term; Updating this budget throughout the term;
3. Preparing and providing to JAINA any relevant financial documentation;
4. Delivering reports on the status of the Organization's finances to the Co-Chairs and Board of Trustees every quarter;
5. Actively supporting the Regional Coordinators in planning regional retreats by reviewing contracts with the Co-Chairs, negotiating discounts with vendors (if applicable) and helping budget overall expenses and revenue (e.g., food, session materials, registration prices);
6. Issuing checks to owed parties for items including, but not limited to:
 - a. Retreat expenses;
 - b. General expenses; and
 - c. Convention expenses;
7. Reimbursing Executive Board and Committee members for items including but not limited to:
 - a. Approved travel expenses;
 - b. Approved retreat expenses; and
 - c. Approved general expenses;
8. Tracking and maintaining the Organization's assets, including, but not limited to:
 - a. Inventory and equipment;
 - b. Rewards and points; and
 - c. Future credits;
9. Leading initiatives and finding innovative solutions to improve the finances of the Organization;
10. Evaluating and managing financial investments for the Organization, in collaboration with the Investment Advisory Committee, to ensure alignment with a long-term investment strategy;
11. Identifying areas of saving resources by utilizing the Organization's non-profit status; and
12. Fulfilling their individual obligations as set forth in the YJA Operating Manual.



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Eligibility Requirements

1. Minimum age requirements:
 - a. Are a minimum of eighteen (18) years of age (as of July 31, 2025); OR
 - b. Are a minimum of sixteen (16) years of age (as of July 31, 2025) and have either:
 - i. Served as a recognized Local Representative, Subcommittee, Project Team, or Convention Committee member with a letter of recommendation from a current Executive Board member; OR
 - ii. Submit, with their application, a letter of recommendation from a member of the executive committee from their local Jain center.
2. Maximum age requirements:
 - a. Are not 30 years of age until after September 15, 2026.