



Young Jains of America

Federation of Jain Associations in North America

A Non-Profit Tax-Exempt Religious Organization. IRS Code Section 501(c)(3) EI #54-1280028

elections@yja.org | www.yja.org

Application for YJA Executive Board

Position: Director of Finance

Name:

Email:

City, State:

Phone Number:

Date of Birth, Age:

Instructions

- Applications are due **Friday, July 31st, 2026 at 11:59 PM PT.**
 - Complete this application, incl. the associated work product - help us get to know you!
 - Check your eligibility for the position at yja.org/elections.
 - You can apply to more than one position. For a list of positions and their descriptions, see yja.org/elections.
- Submit **all parts** of your application by using the *Submit Application* button at yja.org/elections:
 - Written application (Word Document), file name "NAME – Director of Finance Application"
 - Resume (PDF), file name "NAME – Resume".
 - If you do not currently have a resume, please email elections@yja.org for instructions on what to submit instead!
 - Work product - please see instructions in the application.

Next Steps

- If selected for an interview, we'll contact you by **email** to schedule it anytime between when you submit your application and July 30th. Please respond promptly! Interviews may take place on a rolling basis, so we HIGHLY encourage you to submit as soon as your application is completed!
- If you have **any** questions or concerns along the way, please don't hesitate to email us at elections@yja.org. Have fun and good luck - we can't wait to hear from you!

All the information in this application is true to the best of my knowledge. If I am offered a position on the YJA Executive Board and accept it, I will fulfill the duties of that position to the best of my ability!

Signature (sign or type your name)

Date



Young Jains of America

Federation of Jain Associations in North America

A Non-Profit Tax-Exempt Religious Organization. IRS Code Section 501(c)(3) EI #54-1280028

elections@yja.org | www.yja.org

Application

Please keep all responses within 100 to 200 words, unless otherwise noted.

1. Based on the position description below, what makes you most suited for the role of Director of Finance? What are some of your strengths and weaknesses, and how would you apply them to this role?
2. The Director of Finance must be meticulous and detail-oriented. They will be responsible for maintaining the finances of the organization, which includes collecting receipts, managing budgets, communicating with JAINA's Treasurer as well as banks and credit card companies, disbursing checks, and balancing our books. What experience do you have in a treasurer/finance or similar role(s) that would prepare you to serve in this position? (No more than 200 to 300 words)
3. What is your level of knowledge and comfort with Excel, QuickBooks, and/or other financial or accounting tools? Please note that prior knowledge of QuickBooks is not required.
4. What is your background in managing investments of any kind? How would you determine an appropriate investment type and duration knowing that major purchases are required at various points during the year, and how would you ensure your strategy is sound?
5. How would you maintain YJA's financial health in an organized and systematic manner on both a short- and long-term basis? What practices would you employ to accomplish this?
6. Imagine that another Executive Board member comes to you with an idea for a new initiative that YJA has never done before, which will cost money. Explain your process in determining whether to provide funding and how you would develop a budget for the new initiative.
7. The Director of Finance often has to communicate with JAINA's Treasurer regarding finances. What are your experiences in communicating with someone older than you? How do you stay respectful and professional, while working to achieve your goals?
8. Please list your other commitments for the 2025-2026 year.

OPTIONAL: If there is anything else you would like us to know about your background with Jainism, Jain communities, or Jain-related activities you have participated in, please write it below. Your application will not be negatively affected if you do not answer!

Young Jains of America (YJA) is the umbrella youth organization of the **Federation of Jain Associations in North America (JAINA)**. The mission of YJA is to be recognized nationally and internationally as an umbrella youth organization for establishing a network to share Jain heritage and religion through youth.



Young Jains of America

Federation of Jain Associations in North America

A Non-Profit Tax-Exempt Religious Organization. IRS Code Section 501(c)(3) EI #54-1280028

elections@yja.org | www.yja.org

Work Product

Background

One of the responsibilities that you will have as Director of Finance will be assisting in the budgeting process for events and tracking expenses for events.

Part 1

An integral component of budgeting is determining the appropriate amount of revenue, and in some cases the appropriate per person registration fee amount, based on the expenses associated with that event or project. Below is a set of variables for a hypothetical event.

Scenario

- Total Venue Expenses = \$4,000
- Total Merch Expenses = \$1,000
- Variable Other Expenses = \$500
- Expected Attendance = 50
- Expected Profit Margin = 11%
- Registration Amount per Phase:
 - 27 Individuals – Phase 1
 - 13 Individuals – Phase 2
 - 10 Individuals – Phase 3
- Phase registration fees (\$) will increase by 15% from the previous phase

Task

In a spreadsheet, provide:

- The registration fee we should set for each Phase; and
- A numerical value for our expected profit.

Your spreadsheet should:

- Incorporate the information provided above while also adding any reasonable assumptions about event expenses and any stripe/square fees;
- Be appropriately labeled/formatted so that someone without the scenario information or a background in finance could understand what you're calculating and how you arrived at your answers; and
- Update dynamically - if we were to change one or more variables, the spreadsheet should automatically change to reflect the new values.

Young Jains of America (YJA) is the umbrella youth organization of the **Federation of Jain Associations in North America (JAINA)**. The mission of YJA is to be recognized nationally and internationally as an umbrella youth organization for establishing a network to share Jain heritage and religion through youth.



Young Jains of America

Federation of Jain Associations in North America

A Non-Profit Tax-Exempt Religious Organization. IRS Code Section 501(c)(3) EI #54-1280028

elections@yja.org | www.yja.org

Part 2

Scenario

- 4 different expense categories: Food, Transportation, Venue, Activities.
- Each category has an associated Quickbooks Account Code (7001, 7002, 7003, 7004, respectively)

Task

In a spreadsheet, provide:

- An empty sheet where in a row a user could enter an item, a quantity, a cost, who paid, and assign it a category;
- A running tracker of the remaining budget, and total reimbursement amount per person; and
- A running tracker of the total spent by each Quickbooks code.

Your spreadsheet should:

- Incorporate the information provided above;
- Be fully dynamic - there could be a variable set of options for who paid for the item, but the running reimbursement tracker should automatically pick up new names.

Submit your spreadsheet (Excel) and name the file “NAME - Finance Work Product”.

If you have ***any*** questions, difficulties, or confusion, **please don't hesitate** to email us at elections@yja.org! We're happy to help!

Young Jains of America (YJA) is the umbrella youth organization of the **Federation of Jain Associations in North America (JAINA)**. The mission of YJA is to be recognized nationally and internationally as an umbrella youth organization for establishing a network to share Jain heritage and religion through youth.



Young Jains of America

Federation of Jain Associations in North America

A Non-Profit Tax-Exempt Religious Organization. IRS Code Section 501(c)(3) EI #54-1280028

elections@yja.org | www.yja.org

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.

Young Jains of America (YJA) is the umbrella youth organization of the **Federation of Jain Associations in North America (JAINA)**. The mission of YJA is to be recognized nationally and internationally as an umbrella youth organization for establishing a network to share Jain heritage and religion through youth.



Young Jains of America

Federation of Jain Associations in North America

A Non-Profit Tax-Exempt Religious Organization. IRS Code Section 501(c)(3) EI #54-1280028

elections@yja.org | www.yja.org

Eligibility Requirements

1. Minimum age requirements:
 - a. Are a minimum of eighteen (18) years of age (as of July 31, 2026); OR
 - b. Are a minimum of sixteen (16) years of age (as of July 31, 2026) 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, 2027.

Young Jains of America (YJA) is the umbrella youth organization of the **Federation of Jain Associations in North America (JAINA)**. The mission of YJA is to be recognized nationally and internationally as an umbrella youth organization for establishing a network to share Jain heritage and religion through youth.



Young Jains of America

Federation of Jain Associations in North America

A Non-Profit Tax-Exempt Religious Organization. IRS Code Section 501(c)(3) EI #54-1280028
elections@yja.org | www.yja.org

FAQ and Tips

Q: Can I apply for more than one position?

A: Yes, you can apply for more than one position! You must submit a separate application for each position you are interested in. During your interview, we may ask you for your order of preference among the positions you applied for.

Q: What if I've never been to Pathshala or don't live near a Jain community, temple, or sangh?

A: That's completely okay! There is no required level of Jain knowledge or involvement to serve on the Executive Board. Whether you grew up attending Pathshala every week, just started learning about Jainism recently, live in a large Jain community, or come from a town with no temple at all, we welcome your perspective. In fact, having board members from a variety of backgrounds and experiences helps us better represent Jain youth across North America. If you're enthusiastic, hard-working, and excited about helping connect and support Jain youth, we encourage you to apply.

Q: What if I've never held a position like this before?

A: Again, there is no "required" set of experiences to be a good fit for the Executive Board - our current board has graduate students, working professionals from various industries, and college. We want to hear about the skills and interests you have, but there are also many that we can teach you! When thinking about what you want to apply for, look for the position description that is a good fit with both your background and your interests.

Q: What is a work product?

A: The work product is an example of something that the Board member holding that position does as a part of their day-to-day YJA responsibilities. Seeing a work product helps us better understand your working style, and what you might create or do if you were in that position on the YJA Board. Work products will be looked at in the context of your application and background, so again, don't worry if you've never done something like this before! Just follow the instructions and do your best.

Q: Why are you asking for a resume?

A: We've found that involvement with Jainism is not the only thing that helps us as Executive Board members - we all use skills and experiences from school, internships, and work, as well! Seeing your resume gives us a quick look into this background. No need to modify, just send us your existing resume as-is. Again, if you are in high school or college and don't have one yet, email us at elections@yja.org! This will not negatively affect your application.

Q: Should I talk about my activities or work experience extensively in my application?

A: No need to rehash your resume in your application - use examples as appropriate, but make sure you're actually answering the questions and helping us learn more about you!

Q: Any other tips for application writing?

A: Stick to the word limits, and aim for quality over quantity. Proofread your application - typos, grammar and spelling mistakes all make it more difficult to understand what you're trying to convey.

Q: What does the time commitment for the Executive Board look like?

A: Time commitments vary depending on the position. Roles such as Co-Chairs, Director of Events,

Young Jains of America (YJA) is the umbrella youth organization of the **Federation of Jain Associations in North America (JAINA)**. The mission of YJA is to be recognized nationally and internationally as an umbrella youth organization for establishing a network to share Jain heritage and religion through youth.



Young Jains of America

Federation of Jain Associations in North America

A Non-Profit Tax-Exempt Religious Organization. IRS Code Section 501(c)(3) EI #54-1280028

elections@yja.org | www.yja.org

Director of Operations, and Director of Project Development generally require the greatest time commitment, averaging approximately 8–10 hours per week, though this may increase during particularly busy times of the year. Regional Coordinators and most other Director positions typically require 4–6 hours per week on average. During peak periods—such as retreat planning, major events, and program launches—this commitment may increase to approximately 10–15 hours per week. For more questions about these peak periods and time commitment, please feel free to reach out to elections@yja.org.

Q: I've seen that Executive Board members travel for in-person meetings. What does this entail and are there costs involved?

A: Board members typically travel at least 3 times per year. The exact timing and location of these meetings will be determined by the acting Executive Board. These gatherings are focused on planning, brainstorming, and executing the Board's goals, initiatives, and overall vision for the term. Board members are expected to cover a portion of their travel expenses, and the remainder will be subsidized by YJA. If this is a concern, your Executive Board Co-Chairs will work with you to make accommodations.

Q: Who do I contact with questions?

A: For any questions about eligibility, the application process, interviews, or timeline—reach out to the Elections Committee at elections@yja.org.

Q: What will the interview process be like?

A: If you are selected for an interview, you will be scheduled for a Zoom video interview ranging from 30 minutes to 1 hour. The interview will be transcribed and recorded for review as your application is evaluated. All recordings and transcripts will be deleted post-election cycle.

Young Jains of America (YJA) is the umbrella youth organization of the **Federation of Jain Associations in North America (JAINA)**. The mission of YJA is to be recognized nationally and internationally as an umbrella youth organization for establishing a network to share Jain heritage and religion through youth.