**Application For YJA Executive Board**

**Position: Director of Finance**

**Name:**

**Email:**

**City, State:**

**Phone Number:**

**Date of Birth, Age:**

**Times Available for Interviewing** (i.e. Mon evenings)**:**

**Instructions**

1. **Director** applications are due **Wednesday, July 10th** 11:59 PM PST.
2. Complete this application, including the associated work product - **help us get to know you!** 
   * **Check your eligibility for the position at** [yja.org/elections](https://yja.org/elections)**.**
   * You can apply to more than one position. For a list of positions and their descriptions, see [yja.org/elections](https://yja.org/elections).
3. Submit **all** parts of your application by using the **Submit Application** button at [yja.org/elections](https://yja.org/elections):
   * Written application (Word Document), file name “NAME – Director of Finance Application”
   * Resume (PDF), file name “NAME – Resume”.
     + If you are in high school or college and do not currently have a resume, please email [elections@yja.org](mailto:elections@yja.org) for instructions on what to submit instead!
   * Work product - please see instructions in the application.
4. We’ll contact you by **email** to schedule an interview. This email could come anytime between when you submit your application and July 24th - please respond promptly! Interviews will take place on a rolling basis - we HIGHLY encourage you to submit as soon as your application is completed!
5. If you have **any** questions or concerns along the way, please don’t hesitate to email us at [elections@yja.org](mailto:elections@yja.org). Have fun and good luck - we can’t wait to hear from you!

*All of 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!*

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**Signature (sign or type your name) Date**

**Application**

*Please limit each answer to* ***no more than 150 words****.*

1. Based on the position description on the last page of this application, 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 include collecting receipts, balancing budgets, communicating with JAINA’s treasurer as well as bank and credit card companies, disbursing checks, and reconciling our bank account with our finances. What experience do you have in a treasurer/finance or detail-oriented role(s) that would prepare you to serve in this position?
3. What is your level of knowledge and comfort with Excel? QuickBooks?
4. What are some common practices you would follow on a short-term/long-term basis to organize YJA’s finances?
5. Executive Board members perform in roles other than their position. For example, Executive Board members also help the Regional Coordinator from their region with the planning of the Regional Retreat. What strengths would you bring to the board that assist YJA’s goals besides those related to finance?
6. Please list your other commitments for the 2019-2020 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!

**Position Description – Finance**

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

1. Tracking and maintaining YJA’s finances (expenditures and revenue) in accordance with the YJA Constitution and JAINA’s guidelines;
2. Working with the Co-Chairs and the Director of Fundraising to develop a budget for the organization at the start of each term;
3. Preparing and providing JAINA any relevant financial documentation for tax purposes;
4. Delivering reports on the status of YJA's finances to the Co-Chairs and Board of Trustees every month;
5. Actively supporting the Regional Coordinators in planning regional retreats by (for example) reviewing contracts with the Co-Chairs, negotiating discounts with vendors (if applicable) and helping budget overall expenses (e.g., food, session materials, registration prices);
6. Issuing YJA’s checks;
7. Reimbursing Executive Board members;
8. Issuing tax receipts for any donations made to YJA; and
9. Fulfilling their individual obligations as set forth in the YJA Operating Manual.

**Work Product**

**Background**

One of the responsibilities that you will have as Director of Finance will be assisting in the budgeting process for events. 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 Expenses = $6,000

Expected Attendance = 50

Expected Profit = 10%

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 an Excel spreadsheet, provide:

* the registration fee we should set for each Phase, and
* a numerical value for our expected profit.

Your Excel spreadsheet should:

* incorporate the information provided above,
* be appropriately labeled/formatted so that someone without this background information 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.

We’ll walk through your structure during your interview!

**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 - [elections@yja.org](mailto:elections@yja.org)! We’re happy to help!

**FAQs 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 will likely ask you what is your order of preference among the positions you applied for.

**Q: What if I’ve never been involved with YJA? What if I’ve never been to pathshala? What if I come from a small town where we have no Jain temple, or no Jain center?**  
A: There is no “required” background with Jainism to be on Executive Board. It doesn’t matter if you’re from a big city or a small town, if you’ve been to every convention or if you just started learning more about Jainism this past year - we’re looking for enthusiastic, hard-working people who are excited about helping connect Jain youth across the country, period. If that’s you, apply!

**Q: What if I don't live near a Jain community, sangh or temple?**

A: No problem! Board members have lived all over the country - sometimes even working from abroad! - without any issue. It is important to us to have the perspective of Jain youth in all different situations, including those who do not have easy access to a Jain community.

**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 Executive Board - our current board has graduate students, working professionals from various industries, college, and even high school students! 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 allows us to 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, work etc. 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](mailto: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: Don’t rehash your resume in your application. No need to provide us lists of your activities or accomplishments in application answers - use examples as appropriate, but first and foremost make sure you’re actually answering the questions and helping us learn more about you!

**Q: Is the word limit a hard restriction or an approximate guideline?**  
A: Stick to the word limits. Less is more!

**Q: Any other tips for application writing?**  
A: Proofread your application - typos, grammar and spelling mistakes all make it more difficult to understand what you're trying to convey.