# **Application for YJA Executive Board**

Position: Director of Finance

Name:

Email:

City, State:

Phone Number:

Date of Birth, Age:

Times Available for Interviewing (ex. Mon evenings):

## Instructions

1. Applications are due **Friday, July 24th at 11:59 PM PST.**
   1. Complete this application, incl. the associated work product - help us get to know you!
   2. Check your eligibility for the position at [yja.org/elections](https://yja.org/elections).
   3. You can apply to more than one position. For a list of positions and their descriptions, see [yja.org/elections](https://yja.org/elections).
2. Submit **all parts** of your application by using the *Submit Application* button at [yja.org/elections](http://yja.org/elections):
   1. Written application (Word Document), file name “NAME – Director of Finance Application”
   2. Resume (PDF), file name “NAME – Resume”.
      1. 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!
   3. Work product - please see instructions in the application.

## Next Steps

1. If selected for an interview, we’ll contact you by **email** to schedule it anytime between when you submit your application and August 15. 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!
2. 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 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

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## Application

Please limit each answer to no more than 150 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 include collecting receipts, balancing budgets, communicating with JAINA’s treasurer as well as banks 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? (No more than 250 words)
3. What is your level of knowledge and comfort with Excel? [QuickBooks](https://www.youtube.com/watch?v=ruPloockkoE)? (Please note that prior knowledge of QuickBooks is not required)
4. What are some common practices you would follow on a short-term/long-term basis to organize YJA’s finances?
5. 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?
6. 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?
7. Please list your other commitments for the 2020-2021 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!

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## 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 = $6,000
* Expected Attendance = 50
* Expected Profit Margin = 10%
* Registration Amount per Phase:
  + 27 Individuals – Phase 1
  + 13 Individuals – Phase 2
  + 10 Individuals – Phase 3
* Phase registration fees ($) will increase by 15% from the previous phase

### Task

In 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;
* 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.

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

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## 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:
   1. Initiating monthly recurring payments;
   2. Updating and maintaining Quickbooks for bookkeeping;
   3. Developing budgets for YJA projects and initiatives in conjunction with Directors; and
   4. 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;
3. Preparing and providing to JAINA any relevant financial documentation for tax purposes;
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 (e.g., food, session materials, registration prices);
6. Issuing checks to owed parties for items including, but not limited to:
   1. Retreat expenses;
   2. General expenses; and
   3. Convention expenses;
7. Reimbursing Executive Board and Committee members for items including but not limited to:
   1. Approved travel expenses;
   2. Approved retreat expenses; and
   3. Approved general expenses;
8. Tracking and maintaining the Organization’s assets, including, but not limited to:
   1. Inventory and equipment;
   2. Rewards and points; and
   3. Future credits;
9. Issuing tax receipts for any donations made to the Organization;
10. Identifying areas of saving resources by utilizing the Organization’s non-profit status; and
11. Fulfilling their individual obligations as set forth in the YJA Operating Manual.

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## Eligibility Requirements

1. Minimum age requirements:
   1. Are a minimum of eighteen (18) years of age (as of July 24, 2020); OR
   2. Are a minimum of sixteen (16) years of age (as of July 24, 2020) and have either:
      1. 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
      2. Submit, with their application, a letter of recommendation from a member of the executive committee from their local Jain center.
2. Maximum age requirements:
   1. Are not 30 years of age until after September 15, 2021.

## 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 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 the 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 the 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 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](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: 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 - less is more! Proofread your application - typos, grammar and spelling mistakes all make it more difficult to understand what you're trying to convey.