

The Manager of Finance – Seminars is a leadership role in the Lockheed Martin Leadership Association reporting to the Senior Manager of Finance and to the Director of Finance. The Manager of Finance main role is to work collaboratively with the LMLA Office Manager, Conference Room POCs, and Edward Jones to organize financial seminars at the Main Plant and the Beach St locations throughout the year. Due to COVID-19, this position will require skills to manage events virtually through Zoom meetings as well as in person once things return to normal. Also to note is that this position touches every aspect of the LMLA organization – the Manager of Finance should be comfortable meeting with the Executive Leadership Team and their Directorates for event planning, payment request/authorization, and budgetary support. With success, the responsibilities will expand:

Phase 1: Lead Financial Seminars – minimum of four per year.

Phase 2: Take over support of Venmo & PayPal payments for every LMLA Event. This includes payment acceptance and refunds and working with respective event manager and office manager on transactions.

Phase 3: Learn the payment request process to document and approve (sign) payment requests.

Phase 4: Observe and learn the monthly reporting process which includes Quick Books, Chase Business Checking, Edward Jones financials, and budgets. The long-term goal is to get everyone trained and proficient on monthly reporting.

Manager of Finance is responsible for:

- Responsible for LMLA banking and funds management, including check requests, account reconciliation, and banking deposits
- Quality communication and maintain relationship with Financial Partner Edward Jones
- Find additional financial seminar providers if deemed necessary
- Taking payments/deposits when deemed necessary via PayPal or Venmo

Basic Qualifications

- Strong verbal and written communication skills
- Highly passionate about leadership and personal development
- Able to hold peers accountable in constructive manner
- Experience training and inspiring people, ability to instill a sense of purpose and motivation
- Well organized, resourceful and efficient; able to see opportunity and devise a solution
- Able to creatively problem-solve in a way that maximizes your efforts and LMLA resources
- Passionate about meeting new people and creating effective relationships that expand LMLA efforts

Personal Characteristics

- Fearless – Fear of failure, what others may think, or weak results do not hold you back.
- Driven – Natural propensity to see what you started to the end and seek out new opportunities.
- Performs with Excellence – Strives to be nothing but the best and expects the same from peers.
- Consistent – Your peers know what to expect from you daily; dependable, like clockwork.
- Persuasive – Able to motivate teams and create an environment of inclusion.
- Respectful – Able to work with other ideas and find the optimal solution together.
- Heart for Others – Genuinely care for those around you and yearn for their growth.
- Servant Leadership Focused – Leads all peers with this mindset; others before thy self.

Time Commitments (estimated averages)

- Volunteer position with at least a one-year time commitment in LMLA Finance
- Check & Payment Requests (10 minutes per day)
- Check Signatures (5 minutes every week)

- PayPal & Venmo transactions (20 minutes per week)
- Attend and organize Financial Seminars at both Main Plant & Beach St (1 hour per month)
- Attend bi-weekly LMLA Finance Skype Meetings (1.5 hours per month)
- Cross Training and support each other because success require a united team effort!
- Training for financial reporting is typically down during off Friday's for 1-2 hours once a month

Preferred Skill Set

- Accounting or Finance experience a plus
- Experience maintaining and balancing budget for a Non-Profit organization a huge plus
- Venmo & PayPal experience preferred
- Presentation skills in front of a large audience a plus
- LM Visit, CRS Reservations and AVC-ECC Scheduling knowledge preferred
- Documentation skills and willingness to train others required