

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 will 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.

Senior 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

Basic Qualifications

- A one-year commitment
- 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 (5 minutes per day)
- Check Signatures (5 minutes every week)
- Attend and organize Financial Seminars at both Main Plant & Beach St (1 hour per month)
- Attend monthly LMLA Finance Skype Meetings (1 hour per month)
- Cross Training and support each other because success requires a united team effort!

Preferred Skill Set

- Accounting or Finance experience a plus
- 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