

The Senior Manager of Finance – Reporting is a highly skilled leadership role in the Lockheed Martin Leadership Association reporting to the Director of Finance. The Senior Manager of Finance – Reporting will work collaboratively with leadership to establish and manage sound budgetary management processes for all the LMLA leadership team, fiscal responsibility and ownership of financial reporting, development of investment strategies that generate additional resources for the growth of LMLA product offerings, and general operational banking duties for the organization.

Senior Manager of Finance is responsible for:

- Developing, instituting and managing an overarching LMLA Budgetary Management Process to be used in collaboration with other departments within LMLA and LM to meet the needs of the organization’s product offerings
- Establishing budgetary baseline for yearly product offerings and other LMLA expenses
- Training and communicating with other areas of LMLA on the importance and fundamentals of budget management
- With guidance from Decision Financial, develop robust, clear, and collaborative budgetary and other financial templates, tools, and standard operating procedures for the entire LMLA organization to utilize
- Maintain Decision Financial QuickBooks and Accounting training and documentation
- Responsible for LMLA banking and funds management, including check requests, account reconciliation, and banking deposits
- Collaborates with the Director of Finance to develop financial investment strategies that will broaden LMLA’s reach and deepen impact. i.e. Charities, NSLS, Dale Carnegie, etc.
- Present monthly financials to LMLA President and LMLA Board of Directors

Basic Qualifications

- Strong verbal and written communication skills
- Highly passionate about leadership and personal development
- Able to hold peers accountable in constructive manner
- Blended leadership style that trains and guides Managers
- Results-driven, even if that means having difficult conversations to realign performance
- 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
- Self-motivated to make the LMLA membership a priority

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 myself.
- Models servant leadership with their direct team and maintains focus on the membership.

Time Commitments

- Check & Payment Requests (5 minutes per day)
- Check Signatures (5 minutes every two weeks)
- Bi-Monthly LMLA Leaders Skype Meeting (30 min every two weeks)
- Monthly Reporting (2-3 hours once a month to be completed during Off Friday's due to the new 4/10 schedule)
- Monthly Board of Directors Skype Meeting (45 min once a month)
- Backup for Financial Seminars (1 hour per quarter)
- Year End Budget Prep for ELT team (2-3 hours in September & October)

Preferred Skill Set

- Accounting or Finance Degree preferred
- Experience with Edward Jones Accounts, Chase Business Banking Account, & Quick Books preferred
- Accounting/Financial Monthly Budgeting/Reporting experience preferred
- Documentation skills and willingness to train others

Assist with implementation of LMLA Finance Team's 2020 Goals

- Find and help implement cost savings ideas. I.E. credit card payment processing and refunds
- Implement revamped chart of accounts from Decision Financial and Quick Books reporting process
- Help identify uncategorized expenses and to train other LMLA Leaders on the process
- Improve Budget process and help the LMLA President identify the value-added activities
- 4 Financial Seminars – Partner with Edward Jones to deliver four seminars in Main Plant and four at Beach St
- Plan for continued reduced support (Allowable & Unallowable) from LM Aero
- Cross Train and support each other as success depends on a united team effort!