

Vice President of Finance

DESCRIPTION

Responsible for managing financial operations, maintaining and presenting all financial records required for chapter operations in accordance with chapter bylaws, federal and local legislation requirements and the *PMI Code of Ethics and Professional Conduct*.

RESPONSIBILITIES

1. Manage financial activities, including but not limited to the collection of chapter dues from PMI, payments for chapter meetings or special events, management of financial reserves and the payment of all chapter bills.
2. Establish and maintain all required chapter bank accounts and/or similar financial transactions; arrange for officer signatures and/or approval as needed.
3. Provide financial reporting regarding the state of financial assets and chapter activity to chapter membership and board of directors.
4. Prepare the annual financial statements, reports and any other mandatory financial documentation required by federal, state & local legislation liaising with engaged accountants to ensure all filings are made on a timely basis.
5. Ensure the chapter has reviewed and submitted required tax filings and/or government required payments by required dates.
6. Implement and review financial controls.
7. Serve as liaison with PMI on financial matters ensuring all deadlines are met.
8. Maintain the annual budget: work with each chapter functional area in creating their respective budgets aligned with the annual plan based upon their requested services/programs for the coming year, tracking and monitoring of expenditures, reporting spending and available funding for each functional area.
9. Assist with annual strategic planning by providing relevant budget and financial information.
10. Assist with and contribute to the budget planning and goal setting, investing, and forecasting for the upcoming years, both short term (1 year) and long term (next 2 to 3 years).
11. Track accounting and spending monthly, annually and by chapter event for accurate record-keeping and to assist in the annual strategic planning process.
12. Assist chapter president in completing financial section on charter renewal online form and provide PMI with financial documentation necessary for chapter's annual charter renewal process.
13. Prepare, along with Board input, the financial guidelines, processes and procedures for the chapter and document in a finance operations manual.
14. Maintain and ensure compliance with all financial operational processes and procedures to ensure continuity of chapter operations and define, document and maintain chapter policies including financial reserve policies, investment policies.
15. Alert chapter board of directors and governance leadership of any financial irregularities found, or unethical situations identified.
16. When required, facilitate and collaborate with Board approved auditors efficiently and with the utmost integrity.
17. Recommend improvements in the financial processes to the board.
18. Keep an up-to-date inventory of all the financial and physical assets of the chapter.
19. Review chapter contracts, agreements and insurance documents.
20. Review and reconcile bank accounts monthly.
21. Develop and implement succession and transition plan for the role.

STRATEGIC & BUSINESS MANAGEMENT SKILLS

- Accounting software/tools (e.g., QuickBooks, Excel)
- Knowledge of financial planning and investing
- Analytical thinking
- Knowledge of generally accepted accounting principles (GAAP)
- Documentation skills/financial record keeping

LEADERSHIP SKILLS

- Technical tools
- Time management
- Delegation
- Collaborative

COMMITMENT REQUIRED

- Two-year term
- Minimum 35+ hours per month
- Attend monthly Board meetings
- Attend Chapter meetings & events
- Attend quarterly Town Halls and Annual Meeting
- Attend an annual strategic planning offsite

REQUIRED CREDENTIALS

- PMP or other project management certification preferred
- Financial accounting experience required. CPA certification preferred
- Experience creating and managing a budget required
- Experience with Quickbooks preferred
- Two Years of PMI Volunteer Experience Required; 3+ Years Preferred
- Must have served in PMINYC Leadership roles, preferably for 2 years as VP or Director. Program Managers will be considered

PDU'S TO BE AWARDED

- 1 PDU per hour volunteered. Includes all meetings and time spent in communications, planning, and working directly with the teams and working at events/services. Maximum 25 PDU's, per renewal period, awarded under Category "Giving Back" per CCRS Handbook

ANTICIPATED BENEFITS TO VOLUNTEER

- Earn PDU's
- Build strong networking relationships
- Produce documentable career-enhancing achievements including Board service
- Opportunity to participate in PMI Leadership Institute Meeting (LIM)
- Opportunity to give back to your community