



Vice President of Finance

Responsibilities

- Financial Operations for PMINYC
- Bank revenue and pay bills
- Manage the reserve
- Invoice customers (advertisers, attendees at events, etc) as appropriate
- Maintain financial records in QuickBooks
- Reconcile bank accounts
- Ensure tax reporting is completed (1099's)
- Ensure taxes are filed in a timely way
- Communication with BOD and Leadership
- Provide regular updates to BOD regarding status of finances and budget
- Work with BOD to create annual chapter budget
- Attend board and chapter meetings
- Alert leadership (as appropriate) of any irregular situation found
- Communicate with Director of Governance should issues arise which need an ethical review
- Communication with Banks, Vendors, Customers
- Ensure that all revenue is banked within 2 weeks of receipt
- Ensure all payment requests or refund requests are approved by the appropriate budget owner and processed within 2 weeks of receipt of approval
- Direct and review services provided by accounting firm used by the Chapter
- Communication with PMI HQ
- Ensure correspondence and materials required by PMI HQ are provided to them within the deadlines.