



Finance Volunteer Role Description

Estimated time commitment: 10-15 hours/month

Individuals seeking this role must plan to spend up to 15 hours on boarding - in the form of virtual meetings (via calls, zoom meetings) and in up to 2 in person meetings if applicable.

Once fully on boarded and up to speed, estimated time commitment is 10 - 15 hours per month

Description or summary

Finance Volunteer will work with the VP of Finance and Finance Program Manager to acquire an understanding of the accounting & record keeping systems of the chapter & work with the Finance team to support record keeping and reporting.

Deliverables

- Collect and maintain database of chapter expense receipts
- Process chapter reimbursement requests and refunds
- Support creation of annual operating budget and financial statements for annual charter renewal application
- Support the Income and service fee allocation process of the finance operational procedures on a monthly basis

Duties

- Complete mentoring and training delivered by the Chapter's VP of Finance
- Facilitate refund and reimbursement requests as needed
- Support budgeting and forecasting activities as needed
- Assist in chapter bookkeeping needs

If you describe yourself as detail oriented, data savvy and technically adept and if you are looking to hone your finance skills in terms of accounting, budgeting, forecasting and financial reporting, consider joining the PMINYC Chapter Finance team chapter as a Finance volunteer. We will utilize your skills to keep our numbers on track and you will learn the finance vocabulary in the process.

Prerequisites

Experience

- Accounting background preferred but not required
- Experience using QuickBooks Online (training can be provided if necessary)
- Knowledge of Spreadsheet/data/query tools (Excel)
- Documentation Skills/financial record keeping

Is membership required?

Yes

Number of years as a member

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Desired skill sets

- Strong organizational and time management skills
- Excellent analytical skills
- Knowledge of bookkeeping and accounting processes
- Strong communication skills

Credential(s) and number of years required

N/A