



Vice President (VP) of Finance

Position: VP of Finance	Expected Duration: 2-year term
Reporting to: PMICAC Board	Expected # PDUs: 25 max. Per cycle
# Positions Open: 1	Last Revised Date: 6/18/2023

Position Overview: Elected volunteer responsible for managing financial operations, maintaining and presenting all financial records required for chapter operations in accordance with chapter bylaws, local legislation* requirements and the PMI Code of Ethics and Professional Conduct.

Responsibilities:

1. Manage accounts receivable and payable and all financial portfolio activities, including but not limited to the collection of chapter dues from PMI, payments for chapter meetings or special events and the payment of all chapter bills in accordance with the chapter board of directors.
2. Establish and maintain all required chapter bank accounts and/or similar financial transactions; arrange for officer signatures and/or approval as required.
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 local legislation* and liaise with a dedicated financial/tax consultant, if available.
5. Maintain the annual budget: assist each chapter functional area in creating their respective budgets aligned with the annual plan based upon their desired services/programs for the coming year, tracking and monitoring of expenditures, reporting spending and available funding for each functional area and assisting in procurement services and pricing.
6. Open and close accounts as deemed necessary for the management of chapter funds with approval from the chapter board of directors.
7. Assist with the annual planning by providing relevant budget and financial information.
8. 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).
9. Track accounting and spending monthly, annually and by chapter event for accurate recordkeeping.
10. Assist chapter president in completing financial session on charter renewal online form and provide PMI with financial documentation necessary for chapter's annual charter renewal process.
11. Prepare financial guidelines and procedures for the chapter along with the board.



12. Maintain and ensure compliance with all financial operational processes to ensure continuity of chapter operations and define, document and maintain chapter policies including financial reserve policies, investment policies, and record retention and destruction policies established by the board of directors.
13. Ensure the chapter has reviewed and submitted required tax filings and/or government required payments.
14. When required, facilitate and collaborate with any auditors efficiently and with the utmost integrity.
15. Recommend improvements in the financial processes to the board.
16. Keep an up-to-date inventory of all of the financial and physical assets of the chapter.
17. Serve as liaison with PMI on financial matters.
18. Complete a cost-benefit analysis of all activities proposed by the board of directors.
19. Review any chapter contract, agreement and insurance.
20. Review and reconcile bank accounts monthly.
21. Develop and implement succession and transition plan for the role.
22. Assume ownership of the PMICAC Post Office Box and ensure it is renewed annually.
23. Complete necessary paperwork to renew the chapter's Charitable Organization status with the AL Attorney General's office.
24. Assume ownership of the chapter's QuickBooks, Online Bank Access, and PayPal Account. Ensure login and access are granted accordingly to chapter board members as needed.

Business Acumen Skills:

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

Power Skills:

- Technical tools
- Time management



Expected Time Requirements:

Responsibility	Monthly Time Commitment
Manage accounts receivable and payable and all financial portfolio activities	1-2 hours
Provide financial reporting	2-4 hours
Complete annual tax filings	2-3 hours/annually
Attend board and chapter meetings	2-3 hours
Prepare budget	2-3 hours/annually
Make payments on behalf of the chapter	2-3 hours

Other job functions as determined by the PMICAC Board. This position description is not intended to be all-inclusive. The VP of Finance may perform other related duties as negotiated to meet the ongoing needs of the organization. PDUs will be awarded commensurate with the activities performed.