Project
Management
Institute.
Eastern Idaho

# VP of Finance Job Description

## Overview

The Vice President for Finance shall oversee the management of funds for duly authorized purposes of the PMI Eastern Idaho Chapter

## Role and Responsibilities

- Receive and dispatch general correspondence
- Maintain and manage accounts receivable and payable and all financial portfolios, including but not limited to the collection of chapter dues from PMI, guest payments for chapter meetings or special events and the payment of all chapter bills in accordance with chapter committee directives
- Establish and maintain all required chapter bank accounts and/or similar financial transactions, arrange for officer signatures as required.
- Reconcile event registrations to fee's paid
- Provide financial reporting regarding the state of finances and chapter activity to chapter membership, board and executive level volunteer leaders on a monthly basis
- Report on the state of finances at board meetings and chapter meetings
- Develop an annual operating budget and financial statement to be included in the annual application for charter renewal
- Ensure the chapter has reviewed and reported required tax filings
- Recommend improvements in the financial processes to the board
- Establish and maintain financial operational processes to ensure continuity of chapter operations and define, document and maintain chapter policies
- Maintain the annual budget
- Contribute to financial planning/goal setting, investing, forecasting and budgeting for the chapter
- Distribute/communicate financial section of the annual report to chapter membership
- Assist in the preparation of the annual financial statements and reports
- Provide timely information to independent auditors as required
- Keep an up to date inventory of all the goods of the chapter
- Handle any PMI and government required payments
- Ensure maintenance and storage of all historic financial documents
- Establish financial metrics, ensure chapter is maintaining requirements
- Serve as liaison with PMI Global Operating Center on financial matters
- Prepare financial guidelines and procedures for the chapter along with board
- Analyze cost impact and income benefit of all activities proposed by the board of directors
- Review any chapter contract, agreement, and insurance

- Distribute information, materials and/or fees received from the PMI Global Operating Center to appropriate officers in a timely manner
- Confirm and check bank accounts monthly
- Develop and implement succession and transition plan

## Qualifications and Education Requirements

- Member in good standing of PMI and PMI Eastern Idaho Chapter
- Ultimate team player – as a leader and team member
- Must be willing to commit to attending Board and Membership meetings, responding to emails and participating in chapter operations as appropriate.
- Documentation skills/Financial Record Keeping

## Role Specific Skills

- Knowledge of Financial Planning
- Knowledge of Generally Accepted Accounting Principles
- Accounting Software Tools (Quick Books, Excel)
- Ability to Scribe and Record Minutes
- Proficient use of word processing, spreadsheet, and presentation tools
- Knowledge of Meeting procedures as mandated by their local government
- Knowledge of PMI Bylaws and Policies
- Knowledge of Records Retention Requirements
- Proficient in email Communications
- Proficiency in Editing and Proofreading

## Other Leadership Skills

- Negotiation skills
- Time Management skills
- Adaptability/Flexibility
- Conflict Resolution skills
- Technical Tools skills

## Additional Notes

- Familiarity with best practices in financial management and not-for-profit organizations a plus