

Role Description: VP Finance and Treasurer

The VP of Finance is an elected position. This role is accountable for overseeing the management of funds for duly authorized purposes and is responsible for developing financial goals and objectives in accordance with Chapter bylaws.

Responsibilities:

- All Board Officers are expected to attend and assist in the operation of any in-person meetings and attend monthly Board meetings. This is a minimum time commitment of two evenings per month.
- Manage all Chapter monies (accounts payable and receivable) in accordance with generally accepted accounting practices and in support of the directives of the Chapter Board of Directors;
- Establish/Maintain chapter bank account(s) having on file the authorizing signature of the Chapter President and the VP Finance;
- Prepare the annual budget for the Chapter Board of Directors' approval, with the support of all directors and other positions who have a requirement for funds or are a source of income for the coming year;
- Establish and maintain financial operational policies, processes, and metrics recommending improvements as needed
- Prepare periodic financial statements for presentation to the Chapter President and Board of Directors;
- Assist the Chapter President with preparation of any financial reports required for submission to the Institute;
- Ensure that taxes are prepared annually and filed with PMI Region/Global
- Develop/implement a succession/transition plan turning over all permanent records and statements of finance to a successor in a timely manner.
- Assist other board members with cost benefit analyses, contract review, etc. for any proposed efforts requiring chapter resources.

Qualifications

Required

- Current member PMI National and the PMI Mass Bay Chapter in good standing
- Strong negotiation skills and ability to be diplomatic
- Good organizational and presentation skills
- Cost conscious
- Ability to analyze and present financial data in an organized fashion
- Understands corporate financial administration and related processes

Nice to Have

- PMP, CPA
- Been a chapter member for more than 2 years, preferably volunteering and/or coordinating with the BOD
- Strong working knowledge of QuickBooks accounting software
- Experience with detailed corporate and/or non-profit financial reporting

Reports To: President

Supervisory Responsibility: AVP Bookkeeping, AVP Budget Analysis and other staff as needed

Length of Term: 2 program years, renewable (July to June)

Time Commitment: The time commitment for this position is on average 10 hours / month (including chapter and board meetings) and 15 hours per month during the October – December timeframe.