# Vice President of Finance

**POSITION DESCRIPTION:**
Elected volunteer responsible for managing financial operations, maintaining and presenting all financial records required for chapter operations in accordance with chapter charter and bylaws, State of New Hampshire requirements and the *PMI Code of Ethics and Professional Conduct*. *Required by PMI and the State of New Hampshire.*

**RESPONSIBILITIES:**

- Establish and manage all required chapter bank accounts and/or similar financial transactions; arrange for officer signatures and/or approval as required.
- 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.
- 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.
- Provide financial reporting regarding the state of financial assets and chapter activity to chapter membership and board of directors.
- Maintain officer records with the New Hampshire Secretary of State.
- Maintain State of New Hampshire non-profit status by filing required Return every 5 years.
- Assist with the annual planning by providing relevant budget and financial information 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).
- 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.
- Prepare financial guidelines and procedures for the chapter along with board.
- Maintain and ensure compliance with all financial operational processes to ensure continuity of chapter operations, financial reserve policies, investment policies, and record retention and destruction policies established by the board of directors.
- When required, facilitate and collaborate with any auditors efficiently and with the utmost integrity.
- Recommend improvements in the financial processes to the board.
- Keep an up-to-date inventory of all of the financial and physical assets of the chapter.
- Serve as liaison with PMI on financial matters.
- Review any chapter contract, agreement and insurance.
- Review and reconcile bank accounts monthly.
- Develop and implement succession and transition plan for the role.

**Business Acumen Skills:**

***Required***

- Analytical thinking – the aptitude to construct, understand, and present financial data.
- Organization – the ability to organize and maintain the Chapter's financials.
- Diligence – conduct the duties on a timely basis with a high degree of quality.
- Integrity – protect the chapter's financial assets, to act as a financial steward on behalf of the Chapter Membership

***Desired***

- Experience with accounting software/tools (e.g. QuickBooks, Excel)
- Knowledge of financial planning
- Familiarity with accounting principle and financial controls

**Power Skills:**

- Technical Tools
- Time management

**Minimum Hours per Month: 8**
**Average Hours per Month:**