



Project Management Institute New York City Chapter

Vice President of Finance

Opportunity Description

The VP of Finance shall be responsible for establishing the strategy for, setting the direction of, and overseeing, all of the management of funds for duly authorized purposes of the Chapter and the fiscal, financial investment, and fundraising policies of the Chapter. These duties include, but are not limited to, developing Chapter financial goals and objectives, preparing the annual financial plan and annual reports, collecting, disbursing, and record keeping of all applicable Chapter reports. The VP of Finance shall also act as Chair of ad hoc committees or task groups relating to the purposes of investments or unbudgeted expenditures.

Program Goals

- Promote sound financial management of the Chapter
- Provide quality services to the Board and Members
- Support the Programs and Mission of PMI NYC

Responsibilities

- *Financial Operations for PMINYC*
 - *Bank revenue and pay bills*
 - *Manage the reserve*
 - *Invoice customers (advertisers, attendees at events, etc) as appropriate*
 - *Maintain financial records in QuickBooks*
 - *Reconcile bank accounts*
 - *Ensure tax reporting is completed (1099's)*
 - *Ensure taxes are filed in a timely way*
- *Communication with BOD and Leadership*
 - *Provide regular updates to BOD regarding status of finances and budget*
 - *Work with BOD to create annual chapter budget*
 - *Attend board and chapter meetings*
 - *Alert leadership (as appropriate) of any irregular situation found*
 - *Communicate with Director of Governance should issues arise which need an ethical review*
- *Communication with Banks, Vendors, Customers*
 - *Ensure that all revenue is banked within 2 weeks of receipt*
 - *Ensure all payment requests or refund requests are approved by the appropriate budget owner and processed within 2 weeks of receipt of approval*
 - *Direct and review services provided by accounting firm used by the Chapter*
- *Communication with PMI HQ*
 - *Ensure correspondence and materials required by PMI HQ are provided to them within the deadlines.*

Skills Required

- Accounting skills – degree required
- QuickBooks

Commitment Required

- Estimated need for up to 15 hours per month