

Role Vice President of Finance

Reports to Board of Directors (Director of Finance and Governance)

Description/Summary

The VP of Finance is responsible for all financial activities required for the Chapter operations. These activities include budgetary planning and control, cash management, book keeping and financial reporting.

Deliverables (Here the team can include some specific documents shared amongst different departments or within the team)

- Budgetary plan
- Financial Reports

Duties (These are listed above in Description. We can just may be have a short summary for Description and get all the bullet points in this section)

- Ensure annual financial statements are produced in accordance with PMI and regulatory governance requirements
- Ensure Chapter quarterly financial statements are produced and distributed to Board members
- Assist with the Financial Reporting required for PMI Chapter Renewal and PMI-CTT Annual Meeting
- Support the Executive Committee and Board of directors with other financial reports, as required
- Assist with the Annual Budget preparation
- Ensure compliance with the chapter's non-profit status
- Ensure compliance with all required CRA requirements, including filing of HST and Corporate tax returns
- Prepare any invoices, bank deposits, cheques to vendors and reconcile the bank accounts monthly
- Maintain the Chapter's accounting records and all supporting documentation
- Manage Chapter's investments, including getting approvals from the Board, where required
- Manage relationship with Chapter's Bank and the Chapter's 3rd party vendor for processing deposits from event registrations
- Pick up mail at the PO Box (every 2 to 3 weeks) and pay the annual PO Box rental fee
- Attend CTT events regularly
- Attend monthly Leadership Team meetings

Experience (Here the team can describe the kind of experience/background they would like the candidate to have for this particular role)

- Volunteer experience with a PMI chapter
- Communication and leadership
- Exposure to mentoring and or study programs is beneficial

PMI-CTT Volunteer Role Definition

Version 2021-06-25

- Previous experience managing volunteers is an asset
- Experience with bookkeeping, financial reporting and GAAP are key

Education and Training (Mention any specific certifications/training the Hiring Manager would like to have for this role)

- Member in good standing with PMI and PMI-CTT
- Holds a valid Accounting Credential

Desired Skill Sets (We have skills and experience combined. Instead specific Soft &/or Hard skills for the role can be listed down here)

- Strong analytical skills
- Budgetary planning and control, cash management, book keeping and financial reporting skills
- Written and verbal communication skills
- Leadership
- Organization

PMI CTT Membership Required (Yes/No)

Yes

Time Commitment

- The volunteer commitment is for a 2 year period
- Approximately 10 - 15 hours per month
- Attend monthly Chapter Leadership Team meeting

PDU's awarded (As per PMI Standards)

Maximum 25 PDU's under Giving Back/Volunteer category

Other Recognition/Benefits

- As a membership-driven organization each of us can offer a contribution to make the most out of the Chapter and our membership.
- Through volunteering you can meet project management professionals, gain experience - and even have fun!
- Category E PDU units available
- Have input into Chapter priorities and operations
- Gain experience within a desired area of expertise
- Senior volunteers with demonstrated commitment may attend PMI Leadership conferences
- Volunteer Reward Opportunities