

Role Finance Manager

Reports to VP Finance

Description/Summary

The Finance Manager 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.

Duties

- Prepare any invoices, bank deposits, cheques to vendors and reconcile the bank accounts monthly
- Maintain the Chapter's accounting records and all supporting documentation
- Assist with preparation of the quarterly and annual financial statements
- Assist with the Annual Budget preparation
- Support the Executive Committee and Board of directors with other financial reports, as required
- Manage relationship with Chapter's Bank and the Chapter's 3rd party vendor for processing deposits from event registrations
- Ensure compliance with the chapter's non-profit status
- Ensure compliance with all required CRA requirements, including filing of HST and Corporate tax returns
- 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 meetings when required

Experience

- Volunteer experience
- Communication and leadership
- Experience with bookkeeping, financial reporting and GAAP

Education and Training

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

Desired Skill Sets

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

PMI CTT Membership Required (Yes/No)

Yes

Time Commitment

- The volunteer commitment is for a 2 year period
- Approximately 10 hours per month
- Attend monthly leadership meeting when required

PDUs awarded (As per PMI Standards)

Maximum 25 PDUs 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!
- Giving Back PDUs 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