



Volunteer Job Description

JOB TITLE	Assistant VP of Finance
JOB DESCRIPTION	<p>Job Overview</p> <p>This volunteer position is intended to have designated monthly activities in addition to learning all financial portfolio responsibilities with the potential to be a stepping stone for the VP of Finance volunteer position.</p> <p>Job Details</p> <ul style="list-style-type: none">● Review monthly financial journal and verify information is coded to the correct location and work with bookkeeper to make appropriate adjustments.● Analyze “Job” or “Event” accounting and submit reports to the VP of Finance.● Learn all aspects of the Quickbooks accounting system and be able to create standard report templates for all board members i.e. actuals versus budget, balance sheet, ytd profit statements.● Maintain current user and project list in Zoho Expense.● Provide routine support for:<ul style="list-style-type: none">○ approving bookkeeping and other financial invoices,○ processing receivables○ entering budgets once a year and completing monthly actual to budget comparisons○ PMI Portland Chapter volunteers using the Zoho Expense tool.● Follow Chapter bylaws, policies and procedures; strive to fulfill the Chapter’s mission, values, and strategic plans. <p>Required Skills/Qualifications</p> <ul style="list-style-type: none">● Strong organizational skills● Excellent analytical skills● Knowledge of bookkeeping and accounting processes● Strong communication skills <p>Career Benefits</p> <p>Director membership level in the PMI Portland Chapter looks good on resumes. Learn financial and budgeting skills.</p>
TIME COMMITMENT	Job Duration 7 months - 2.5 years. Depends on if this person becomes the next VP of Finance July 1, 2018 (or longer).



Project Management Institute Portland Chapter

	Estimated Hrs/Week Approximately 10 hours per month
CHAPTER INFO	PMI Portland Chapter membership required? (Asst Dir and above is YES) Yes <ul style="list-style-type: none">• Active membership in-good- standing in both PMI-Portland and PMI global is required. PMI certification required? No Which certification? n/a Portfolio Finance Division/Team N/A Team Leader's Name Kyle Townsend Chapter Leadership webpage - http://pmi-portland.org/about-us/leadership
PDU's	1 PDU per volunteer hour worked. See PMI.org CCRS information for details.
TO APPLY	Go to https://vrms.pmi.org , use Search Term (11658)
QUESTIONS?	Hiring Manager Name Kyle Townsend Title VP Finance Email vp_finance@pmi-portland.org