



## Project Management Institute Portland Chapter

### Volunteer Job Description

<b>JOB TITLE</b>	<b>Assistant VP of Finance</b>
<b>JOB DESCRIPTION</b>	<p><b>Job Overview</b></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><b>Job Details</b></p> <ul style="list-style-type: none"><li>● Review monthly financial journal and verify information is coded to the correct location and work with bookkeeper to make appropriate adjustments.</li><li>● Analyze “Job” or “Event” accounting and submit reports to the VP of Finance.</li><li>● 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.</li><li>● Learn the PayPal system for the purpose of reconciling monthly receivables for monthly dinner meetings and professional development.</li><li>● Maintain current user and project list in Zoho Expense.</li><li>● Provide routine support for:<ul style="list-style-type: none"><li>○ approving bookkeeping and other financial invoices,</li><li>○ processing receivables</li><li>○ entering budgets once a year and completing monthly actual to budget comparisons</li><li>○ PMI Portland Chapter volunteers using the Zoho Expense tool.</li></ul></li><li>● Follow Chapter bylaws, policies and procedures; strive to fulfill the Chapter’s mission, values, and strategic plans.</li></ul> <p><b>Required Skills/Qualifications</b></p> <ul style="list-style-type: none"><li>● Strong organizational skills</li><li>● Excellent analytical skills</li><li>● Knowledge of bookkeeping and accounting processes</li><li>● Strong communication skills</li></ul>



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	<b>Career Benefits</b> Director membership level in the PMI Portland Chapter looks good on resumes. Learn financial and budgeting skills.
<b>TIME COMMITMENT</b>	<b>Job Duration</b> 7 months - 2.5 years. Depends on if this person becomes the next VP of Finance July 1, 2017. <b>Estimated Hrs/Week</b> Approximately 10 hours per month
<b>CHAPTER INFO</b>	<b>PMI Portland Chapter membership required? (Asst Dir and above is YES)</b> Yes • Active membership in-good- standing in both PMI-Portland and PMI global is required. <b>PMI certification required?</b> No <b>Which certification?</b> n/a <b>Portfolio</b> Finance <b>Division/Team</b> N/A <b>Team Leader's Name</b> Carrie Hertel <b>Chapter Leadership webpage -</b> <a href="http://pmi-portland.org/about-us/leadership">http://pmi-portland.org/about-us/leadership</a>
<b>PDUs</b>	1 PDU per volunteer hour worked. See <a href="http://pmi.org">PMI.org</a> <a href="http://pmi.org/ccrs">CCRS</a> information for details.
<b>TO APPLY</b>	Go to <a href="https://vrms.pmi.org">https://vrms.pmi.org</a> , use Search Term ( 8901 )
<b>QUESTIONS?</b>	<b>Hiring Manager Name</b> Carrie Hertel <b>Title</b> VP Finance <b>Email</b> vp_finance@pmi-portland.org