

PMI-Sacramento Valley Chapter Finance Director Duty Statement

The role of the Finance Director will be to provide financial management support to the VP of Finance to manage the PMI Sacramento Valley Chapter's financial health by reviewing accounting activities, including event reconciliations, accounts payable and accounts receivable. The Finance Director will ultimately be responsible for verifying and validating charges, payments, revenues, and all other financial transactions and procedures.

Responsibilities:

- Monitor adherence to the Chapter's budget
- Check transactions, review invoices, records, and receipts
- Review daily, monthly, and yearly transactions
- Reconcile event statements; track bank deposits and payments
- Review and support financial policies
- Help develop annual budget and proposals to the Board
- Develop useful and readable report formats with VP of Finance
- Ensure policies and procedures for financial transactions are documented in a manual, and the manual is reviewed annually, and updated as necessary
- Ensure approved financial policies and procedures are being followed

Desirable Qualifications:

- Proven work experience as a Finance Officer or similar role
- Some knowledge of financial and accounting procedures
- Experience using financial software (e.g. Quickbooks)
- Advanced MS Excel skills
- Excellent analytical skills
- Sharp time management skills
- Strong ethics dealing with confidential data
- Ability to provide up to 8 hours per month of support