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| Job Title: VP Finance | Reports To: President |
| Department: Finance | Officer: Yes |
| Number of Direct Reports: As needed | Work Hrs. Per Month: Average of 5 hours |
| Last Reviewed by: Matt Bischoff | Revision Date: September 18, 2023 |

Position Overview

The VP of Finance is an elected officer position and is responsible for maintaining and presenting all ﬁnancial records required for chapter operations in accordance with the Chapter Bylaws and the laws of the country, state, and city.

Essential Job Functions

* Manage all Chapter financial accounts (PayPal, Bank, Square)
* Manage Accounts Payables and Receivables utilizing QuickBooks Online
* Provide financial reporting monthly and annually
* Provide support at Chapter meetings and special events
* Prepare and maintain Board Approved Financial policies
* Maintain Financial process procedure documentation
* Provide budget information for annual planning and budget development
* Prepare and submit Tax documents annually
* Provide financial information for Chapter Charter Renewal
* Transition responsibilities to incoming VP of Finance
* Collect mail from the Chapter post office box

**All KIPMI Chapter Elected Board Members are responsible for:**

* Attending all board meetings
* Replying to motions via email within 3 business days for decisions between meetings
* Attending all possible chapter events such as dinner and lunch meetings as a visible member of the board
* Attending and contributing to all annual planning and strategy sessions
* When possible, and at the direction of the President, attend PMI Regional Meetings
* When possible, and at the direction of the President, attend PMI Leadership Meetings
* Collaborating with other board members with initiatives that cross over board portfolios
* Keeping up on duties and responsibilities of own portfolio
* Contributing to the overall board strategy and effective operations
* Promoting KIPMI and its initiatives and values at business and PM community events
* Building good relationships with members and volunteers
* Building positive and productive relationships between KIPMI and the business and education communities
* Contributing information for the KIPMI website and other communications

NOTE: The above statements are intended to describe the general nature and level of work required for the position. This job description is not intended to be all-inclusive. Other related duties may be required to meet the ongoing needs of the organization. Specific procedures and tasks required of this position have been documented separately and are available upon request.