

Director of Finance

Two-year term | Non-voting position

Prerequisites

- Must be an active IIDA PND Chapter Member.
- Strong financial acumen.
- High level of comfort using Google Drive and Google Sheets.

Responsibilities

- Oversee and manage the finances of the Chapter including budgets and bank accounts.
- Present Financial updates at annual Chapter Board Retreats and monthly Chapter Board Meetings.
- Review all bills and virtual card requests entered in Airbase for compliance with submission requirements and accuracy, and assist all IIDA PND volunteers with Airbase issues / questions.
- Pay all invoices and requests for payments approved by the Board, and assist in invoice creation/collection for events across the Chapter. May be asked to contribute towards financial or sponsorship efforts of key chapter wide signature events.
- Maintain the Chapter's budgets and coordinate the budgets set by the Chapter and City Centers, and review all Chapter and City Center Program Reports for conformance with the Chapter budget.
- Review financial reports for accuracy. Coordinate any issues with IIDA HQ's financial team.
- Assist VP of Sponsorship with collection & tracking of income from Benefactor Package.
- Work with Chapter President and President-Elect in the development of the yearly budget for Chapter and City Center for Chapter Board approval.

Benefits

- Opportunity for leadership experience and professional growth.
- Interaction and collaboration with other members and industry leaders.
- Opportunity for recognition and service within the IIDA association and industry at-large.