



<b>Volunteer Title:</b>	Finance Auditor	<b>Requisition No.</b>	
<b>Reports to:</b>	Finance Director	<b>Date Submitted:</b>	11/13/19
<b>Location:</b>	Honolulu, HI		
<b>JOB DESCRIPTION</b>			
<p>Seeking an auditor volunteer to review PMI Honolulu chapter's financial statements, documents, data and accounting entries. Individual ensures that financial records are accurate and ensures compliance with established internal control procedures. Individual will also assist in documenting the current process for future training purpose. Position offers flexible hours and can be done virtually.</p> <p><b>DELIVERABLES</b></p> <ul style="list-style-type: none"> <li>• Provides an audit report of 2019 records by Q1 2020</li> <li>• Updates finance director training manual – date TBD</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Experience in the field of finance, accounting or business administration</li> <li>• Experience in QuickBooks Online preferred, but not required</li> <li>• PMP &amp; CPA certification preferred, but not required</li> <li>• Must be a PMI Honolulu, Hawaii Chapter member in good standing</li> </ul>			
<b>VOLUNTEER OPPORTUNITY DETAIL</b>			
<p><b>INTERACTION TYPE</b></p> <p><input checked="" type="checkbox"/> Remote (Virtually)    <input type="checkbox"/> In-Person    <input type="checkbox"/> Both Remote (virtually) and in-person</p> <p><b>ESTIMATED TIME COMMITMENT</b></p> <p>Flexible, based on deliverables</p> <p><b>TERM OF THE VOLUNTEER OPPORTUNITY</b></p> <p>BASED ON DELIVERABLES, ESTIMATED 6 MONTHS</p> <p><b>ESTIMATED PDUs TO BE AWARDED</b></p> <p>1 PDU per hour volunteer work</p> <p><b>OTHER RELEVANT BENEFITS, REQUIREMENTS, OR DESCRIPTIONS</b></p> <p><b>How To Apply</b></p> <p>Submit resume with relevant experience and answers to prequalifying questions below to Membership@pmihnl.org</p>			
<b>PREQUALIFYING QUESTIONS</b>			
<p>(1) Do you have any experience reviewing company's financial record and provide an audit report?</p> <p>(2) Have you worked with QuickBooks or QuickBooks online? If so, what functionality have you performed with the tool?</p> <p>(3) Do you have any experience developing a standard operating procedure?</p>			

<b>AREA OF INTEREST (optional) – These will facilitate search features for volunteers seeking an opportunity.</b>			
<input type="checkbox"/> Academic Outreach <input type="checkbox"/> Advisor <input checked="" type="checkbox"/> Analyst <input type="checkbox"/> Certification <input type="checkbox"/> Chapter Development <input type="checkbox"/> Communications <input type="checkbox"/> Community Outreach <input type="checkbox"/> Content Contributor <input type="checkbox"/> Editor <input type="checkbox"/> Evaluator <input type="checkbox"/> Exam Developer <input checked="" type="checkbox"/> Finance <input type="checkbox"/> Information Technology <input type="checkbox"/> Knowledge Mapping and Indexing <input type="checkbox"/> Marketing <input type="checkbox"/> Membership <input type="checkbox"/> Mentor <input type="checkbox"/> Online Community Moderator		<input checked="" type="checkbox"/> Operations <input type="checkbox"/> Pilot Participant <input type="checkbox"/> Policy/Governance/Ethics <input type="checkbox"/> Presenter - Webinars <input type="checkbox"/> Professional Development/Education <input type="checkbox"/> School -Student Mentor/Judge <input type="checkbox"/> Seminars and Events <input type="checkbox"/> Social Media <input type="checkbox"/> Speaker <input type="checkbox"/> Sponsorship <input type="checkbox"/> Standards <input type="checkbox"/> Volunteer Coordination	
Reviewed By:	Vivian Fisher, Finance Director	Date:	November 13, 2019
Approved By:	Audrey Jewell, Membership Director	Date:	November 13, 2019
Last Updated By:	Audrey Jewell, Membership Director	Date/Time:	November 13, 2019