**Volunteer Title:** Finance Auditor  
**Requisition No.:**  
**Completed by Membership:**  
**Reports to:** Finance Director  
**Date Submitted:** 01/16/2021  
**Location:** Honolulu, HI

### JOB DESCRIPTION

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.

### DELIVERABLES
- Provides an audit report of 2020 records by Q1 2021
- Updates finance director training manual – date TBD

### QUALIFICATIONS AND EDUCATION REQUIREMENTS
- Experience in the field of finance, accounting or business administration
- Experience in QuickBooks Online preferred, but not required
- PMP & CPA certification preferred, but not required

Please contact Vivian Fisher at finance@pmihnl.org for more information.

### VOLUNTEER OPPORTUNITY DETAIL

**INTERACTION TYPE**
- ☒ Remote (Virtually)  
- ☐ In-Person  
- ☐ Both Remote (virtually) and in-person

**ESTIMATED TIME COMMITMENT**
Flexible, based on deliverables

**TERM OF THE VOLUNTEER OPPORTUNITY [ONE YEAR? PERIOD OF PERFORMANCE?]**

Based on deliverables, estimated 6 months

Click here to enter text.

**ESTIMATED PDUs TO BE AWARDED**

Click here to enter text To be determined based on hours.

**OTHER RELEVANT BENEFITS, REQUIREMENTS, OR DESCRIPTIONS**

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### AREA OF INTEREST (optional) – These will facilitate search features for volunteers seeking an opportunity.

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PMIHNVL VRMS Form