

**Position Title** CPM Vice-President Finance

**Position Summary:** CPM VICE-PRESIDENT FINANCE (VPF) is responsible for developing, managing and monitoring annual budgets and expenditures. Responsibilities include the following:

1. Work with CPM General Board members in developing the annual budget
2. Review and recommend approval of reimbursement expenses in accordance with CPM Policy and Guidelines
3. Conduct independent review of monthly CPM Office expenses
4. Prepare an Annual Report for the previous year to include Statement of Income and Expenses
5. Submit quarterly budget performance report to the CPM General Board members
6. Perform monthly auditing and reconciliation of the books of accounts
7. Responsible for assuring expenditures are limited to the specific amounts as approved in the operating budget by CPM. If variance is 10%, notify General Board member responsible to determine action plan

**General Requirements:**

- Understand the CPM's organizational structure, Strategic Plan and Business Plan and how it fits within CPM's strategic/business objectives
- Understand and commit to CPM's objectives and goals around increasing member value and knowledge delivery
- Be familiar with CPM's annual program plan and budget cycle
- Possess knowledge and understanding of basic nonprofit fiduciary responsibilities, which include CPM's Code of Ethics and Professional Conduct, and Conflict of Interest and Confidentiality
- Be familiar and support CPM's By-Laws and Guidelines
- Must attend all board meetings (minimum of two per year)
- Ability to work with persons of all cultures, backgrounds and global significance.
- Ability to work both independently and in a team-oriented, collaborative environment
- Strong communication and interpersonal skills
- Must be a member of CPM

**Knowledge, Skills, and Abilities**

The CPM Vice-President of Finance's coordination and management activities require an individual with planning, coordination, and communication skills within CPM and possible vendor personnel.

Leadership KSAs required but not limited to:

- Working knowledge of Microsoft excel and work with formulas and spreadsheets
- Fluent in English
- Strong math skills
- Ability to analyze budget execution activities

- Ability to work with and understand significant amounts of financial data

**Term of Office:** Standard term is three years