



**Job Description for Vice President of Finance**  
PRSA—Las Vegas Valley Chapter

**Manages all funds raised and held by the chapter**

- Makes disbursements as approved by the Board
- Deposits all chapter funds within one week of receipt
- Provides monthly income and expense financial statements by category
- Prepares annual budget based on input from board members and monthly budget to actual report
- Coordinates with VP of Membership to verify dues payments
- Makes investment recommendations to board to create adequate reserves
- Prepares the chapter's tax return with assistance from a Board-approved CPA as necessary

**Administers chapter contracts, including those for luncheon seminars, professional development seminars and Pinnacle Awards**

- Coordinates payment with venues for deposits, food costs and final payments
- Manages accounts receivable—sends billing follow-up e-mails to event no-shows
- Provides recommendations on prices for chapter events
- Oversees check-in procedures at chapter events
- Creates receipts for chapter events

**Recruits and oversees finance, scholarship and sponsorship committee members; VP of Finance will chair the Finance Committee**

**Finance Committee will coordinate with the VP of Finance to:**

- Review monthly expenses and income
- Review aggregate annual budget in relation to expenses and income
- Steer policy regarding the chapter's financial commitments
- Provide recommendations on the chapter's financial investments

**Scholarship Committee will coordinate with the VP of Finance to:**

- Establish timeline and marketing plans for scholarship distribution
- Review scholarship application
- Works with publicity committee to promote scholarship program to Southern Nevada PR students and faculty
- Receive and process scholarship applications
- Conduct interviews with candidates

- Select successful recipient(s)
- Organize presentation of scholarship at a PRSA luncheon seminar
- Assist VP of Finance with confirmation of eligibility and disbursement of funds

**Sponsorship Committee will coordinate with the VP of Finance to:**

- Identify and recruit cash and in-kind sponsors for luncheon seminars, professional development seminars, Pinnacle Awards and other chapter events
- Provide counsel on appropriate sponsorship costs and benefits
- Coordinate sponsor attendance and appropriate recognition for sponsorships
- Market the sponsorship program to maximize awareness

**Signs-up for national PRSA e-mail group for all VPs of Finance**

**Participates in conference calls with PRSA national and Western District regarding national and chapter finances**

**Provides blog updates/ articles as assigned by the board**

**Attends yearly retreat, monthly board meetings and luncheon seminars, and supports other chapter activities such as membership mixers and professional development seminars**