



Chapter Finance Coordinator

Job Title: Chapter Finance Coordinator

Salary Type: Exempt

Reports to: Assistant Director of Chapter Finance

Effective: August 2020

PRINCIPAL OBJECTIVE:

This full-time position provides financial assistance and guidance to collegiate chapters and supports Fraternity/FHC volunteers and staff in chapter financial management.

CORE RESPONSIBILITIES:

- Provides direct support in managing finances of chapters, including and transaction data entry as needed and transaction management at chapter level.
- Corresponds and collaborates with chapter finance/housing volunteers and additional chapter volunteer teams as necessary to drive healthy chapter financial management practices.
- Collaborates with Membership team on financial implications of member related items.
- Prepares chapter month end and year end closings procedures including chapter bank account reconciliations, journal entries, and all financial statement account reconciliations and reporting.
- Assists with supplying accounting firm the information required for annual tax preparation services as required by federal and state law.
- Assists in preparation of reports and data gathering for chapter giving program.
- Preparation of finance section for the chapter newsletters.
- Prepares annual chapter budget templates using historical data analysis and current year collaborative data from the chapter finance/housing volunteers and CHC volunteers.
- Supports new chapters by working with local resident Fraternity Staff. Serves as VPFH and Director Member Finance for first year.
- Assist chapters with National Bank Program including changing officers on signature cards, reconciliations, open/close accounts.
- Other duties as assigned.

CORE COMPETENCIES:

Servant Leader Role Model: sets the standard for and consistently demonstrates the behaviors of servant leadership; always adheres to Pi Phi values

Member Focus: is dedicated to meeting the expectations and needs of members; ensures first-hand information is obtained and used to improve programs and services

Collaborative Style: builds strong partnerships and alliances with others by identifying mutual goals and fostering open dialogue; easily creates virtual teams; shares wins and successes

Conflict Management: finds common ground and gets cooperation with minimum noise; reads situations quickly and is good at focused listening

Credibility: trusts others and is trusted, maintains confidentiality

Problem Solving: solves difficult and complex problems with effective solutions; is excellent at honest analysis

Effective Communication: possesses strong oral and written communication skills; makes effective presentations

Technical Skills: high level of proficiency with use of GreekBill, Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), database software

SELECTION CRITERIA (Knowledge, Skills and Abilities):

Bachelor's degree in Accounting or related field of study with a minimum three years' experience or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

Knowledge of and strict adherence to GAAP reporting procedures.

Excellent written and verbal communication skills.

Presentation skills a plus.

Pi Beta Phi Fraternity membership preferred.

ADDITIONAL INFORMATION:

Potential for moderate travel.