

Finance Director

Job Title: Finance Director

Salary Type: Exempt

Reports to: Sr. Director of Finance

Effective: As soon as possible

PRINCIPAL OBJECTIVE:

This full-time position is responsible for the reconciliation and integrity of the general ledger for finance operations, oversight of daily accounting functions, overseeing the management of chapter finances, and the oversight of financial reporting and long-term financial planning for Pi Beta Phi.

CORE RESPONSIBILITIES:

- Leads and reviews month-end, quarter-end, semester-end, and year-end financial reporting procedures in compliance with Generally Accepted Accounting Principles (GAAP)
- Prepares monthly/quarterly financial statements, reports, and analyses to identify, explain, and correct variances as appropriate for Fraternity/FHC
- Gathers information for financial reporting and prepares Board reports
- Preparing and reviewing documents for audit of the financial statements by external auditors
- Leads Chapter House Corporation (CHC) transitions into FHC
- Leads and oversees financial collaboration with Foundation such as the CHIP/EAGP program and grant requests
- Partners with the Sr. Director of Human Resources to ensure accurate payroll and benefit/retirement plan reporting for employees
- Implement, develop, and adjust Standard Operating Procedures (SOPs) for finance staff
- Develop training for finance/housing volunteers
- Responsible for Resource Library and Online Learning Center (OLC) training webinar updates
- Oversee communications with chapters and volunteers
- Direct liaison in specific 'lead' areas and responsible for delegation to the finance team for consistency and efficiency, which includes leading area specific meetings, updates to volunteer liaisons/boards, and communications
- Gather information and prepare budgets for FHC/Fraternity
- Review budgets and develop templates for Chapter Finance
- Lead new chapter establishments which includes overseeing finance staff to support chapter financial management needs
- Responsible for leading assigned events, which may include and is not limited to College Weekend, Convention, Housing Forums, etc.
- Champions overall organizational priorities
- Other duties as assigned



HEADQUARTERS STAFF COMMITMENTS

All members of the Headquarters staff are expected to:

- Offer premier customer service.
- Commit to a positive volunteer experience and serving the volunteer.
- Care for each other.
- Build affinity and Pi Phi Pride with every action and interaction.

QUALIFICATIONS OF A SUCCESSFUL CANDIDATE:

Bachelor's degree in accounting or related field of study with a minimum five 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.

DIRECTLY SUPERVISES THE FOLLOWING

Finance Coordinator, Accounts Payable Coordinator

ADDITIONAL INFORMATION:

Moderate travel required.

Pi Beta Phi's Mission, Vision, Core Values and statements on philanthropic service and our Commitment to Diversity, Equity and Inclusion can be found at pibetaphi.org/about.