

Chapter Finance Director

Job Title: Chapter Finance Director**Salary Type:** Exempt**Reports to:** Chief Collegiate Experience Officer**Effective:** January 2026

PRINCIPAL OBJECTIVE:

This full-time position is responsible for day-to-day support of collegiate chapter finance initiatives.

CORE RESPONSIBILITIES:

- Collaborates with the Director Finance/Housing and Headquarters staff on the Collegiate Experience and Finance teams to inform, coordinate and monitor financial management strategies for collegiate chapters.
- Monitors the financial sustainability and viability of collegiate chapters, makes critical connections across specialty areas and provides data-driven recommendations with volunteer and staff teams accordingly.
- Partners with the Chapter Services Director and Collegiate Housing Experience Director to ensure a premier experience across Pi Beta Phi chapters.
- Liaisons across the Collegiate Experience and Finance Departments to ensure aligned and coordinated support in the chapter finance space. Advises the Finance Department on all aspects of chapter finance including budget development, chapter billings and other day-to-day financial management initiatives.
- Serves as the staff liaison to the Finance/Housing team including the Director Finance/Housing and Finance/Housing Specialists. Monitors trends in the specialty area and develops resources and tools to aid in this specialty area.
- Is the primary liaison to re:Members and greekbill staff to support the efficient collection of collegiate chapter revenue, and manages the transition from greekbill to BillHighway/Unified Finance.
- Serves on Operational and Strategic Plan tactic teams and moves relevant projects forward as assigned.
- Participates in the Emergency Hotline on call rotation.
- Completes other duties as assigned.

HEADQUARTERS STAFF COMMITMENTS

All members of the Headquarters staff are expected to:

- Offer premier customer service.
- Commit to collaborative relationships with volunteers.
- Care for each other.
- Build affinity and Pi Phi Pride with every action and interaction.

QUALIFICATIONS OF A SUCCESSFUL CANDIDATE:

Bachelor's degree with five years of experience in an office setting or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

Pi Beta Phi Fraternity membership preferred.

ADDITIONAL INFORMATION:

Moderate travel required.

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

At Pi Beta Phi Headquarters, we value and respect our employees and their contributions. Our total compensation approach includes base salary, benefits and a 401(k)-matching program. Each position is externally benchmarked, and the salary ranges are evaluated annually. The salary range for positions is based on local and fraternal market data and allows for various experience levels. The actual pay is based on skills, experience, education and other relevant factors. Midpoint for salaries in this grade level is \$71K.