**Sr. Director of Finance**

**Job Title:** Sr. Director of Finance  
**Salary Type:** Exempt

**Reports to:** Fraternity/Fraternity Housing Corporation Executive Director  
**Effective:** May 2023

**PRINCIPAL OBJECTIVE:**
This full-time position is the senior executive responsible for overseeing the financial operations and driving financial strategy for the Fraternity and Fraternity Housing Corporation (FHC). As a member of the Headquarters staff Leadership Team, duties include collaborating with senior leadership, advising the Fraternity and FHC Boards and serving as a trusted partner to the Executive Director to ensure the financial health of the organization. The Sr. Director of Finance must have strong analytical and interpersonal skills as well as the technical experience and expertise to equip Pi Beta Phi to navigate complex business structures.

**CORE RESPONSIBILITIES:**
- Develops, recommends, drives and is accountable for organizational finance strategies.
- Partners with the Executive Director to define, prioritize and address financial components of the organization. Maintains strong relationships with staff Leadership Team by identifying their needs and providing business solutions.
- Oversees all accounting operations, the budgeting process, financial reporting and tax preparation. Maintains integrity through comprehensive internal controls; recommends improvements.
- Inspires the team through a commitment to organizational health principles, open communication and by demonstrating Headquarters staff cultural attributes. Hires and trains skilled accounting and finance staff. Delegates tasks, manages deadlines and sets clear long-term goals.
- Carefully analyzes and clearly communicates pertinent financial information and data, including detailed analysis of budgets, forecasts, and financial trends, to inform organizational decisions. Oversees timely and complete month-end, quarter-end and year-end financial reporting in compliance with generally accepted accounting principles.
- Traditionally serves on the Fraternity Investment Committee, FHC Investment Committee and FHC Lending Committee and is liaison with external financial advisors.
- Manages the organization’s relationships with independent auditors, investment advisors, banking/lending institutions and insurance partners.
- Oversees financial systems in collaboration with IT Director; collaborates with IT Director on technology decisions related to the Finance department. Responsible for ensuring organization’s systems are adequate.
- Partners with the Foundation to ensure integrated financial resource plan.
- Develops and updates financial policies for Grand Council and the FHC Board.
- Partners with and works closely with Grand Vice President Finance/Housing and FHC Treasurer.
- 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:
• An ideal candidate for this role will be a proven people leader, dynamic collaborator, creative problem solver and experienced financial strategist.
• Strong analytical, strategic planning and communication skills. Ability and desire to work with Executive Director, board members and leadership.
• Bachelor's degree in Accounting or related field of study with a minimum of ten 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.
• CPA or equivalent experience required.
• Experience in non-profit sector beneficial.
• Broad Fraternity knowledge and membership in Pi Beta Phi preferred.

ADDITIONAL INFORMATION:
Directly supervises Finance Directors
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.