



Accounting Manager

Job Title: Accounting Manager

Salary Type: Exempt

Reports to: Controller

Effective: As soon as possible

PRINCIPAL OBJECTIVE:

The Accounting Manager is responsible for accurate financial reporting, maintaining compliance with policies and regulations, and supports both staff and volunteers in sound financial practices.

CORE RESPONSIBILITIES:

- Identify and implement process improvements to enhance efficiency and financial accuracy.
- Supervise accounting staff.
- Partners with Chapter Finance Director to develop training and support resources related to accounting procedures and financial tools for chapter leaders and advisors.
- Ensure timely month-end and year-end closings and assist with annual audits and tax filings.
- Assist accountants with chapter bank reconciliation when necessary.
- Oversee day-to-day accounting functions including accounts payable, receivables and general ledger maintenance.
- Maintain compliance with applicable nonprofit accounting standards.
- Assist with the annual audit and respond to internal and external requests.
- Serve as a financial resource for chapter treasurers and chapter house corporations.
- Assist chapters in implementing financial controls, budgeting, and recordkeeping best practices.
- Monitor chapter financial performance and provide regular status reports to leadership.
- Coordinate with the volunteer leadership and Headquarters staff to ensure financial consistency and transparency.
- Collaborates across staff departments and teams, providing insights and driving solutions. Prepare and report on Chapter Health Indicators.
- Manage and optimize accounting systems, member billing platforms, and banking integrations.
- Lead the development of the chapter operating budgets in collaboration with senior staff.
- Track actual performance against budget and provide variance analyses.
- Assist chapters with user access to financial technology platforms.
- Assist with the decisioning of positive pay exceptions.
- Promote accountability, integrity, and strong stewardship of member and donor funds.

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 in accounting or related field of study with a minimum of 4-6 years' experience or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.
- Knowledge of nonprofit fund accounting.
- 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 the accountants.
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.

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 \$57K.