



Staff Accountant

Job Title: Staff Accountant

Salary Type: Exempt

Reports to: Accounting Manager

Effective: April 2026

PRINCIPAL OBJECTIVE:

This full-time position provides financial and accounting assistance to Pi Beta Phi Fraternity for Women.

CORE RESPONSIBILITIES:

- Prepare financial statements, including balance sheets, and income statements to provide accurate and timely financial information to management and stakeholders.
- Prepare account reconciliations, including bank accounts, accounts payable and accounts receivable, to ensure accurate financial records.
- Participate in the month-end and year-end closing processes, including the preparation and recording of journal entries and accruals.
- Prepare journal entries for the general ledger, ensuring the accuracy of financial data and recording of transactions.
- Analyze financial data, identify trends, variances and areas of improvement, and provide with various departments to ensure financial goals are met.
- Analyze financial data to prepare financial reports and budget forecasts.
- Gather information to assist in the preparation and filing of tax returns, and other regulatory filings.
- Gather information to assist with external audits.
- Utilize financial software and ERP systems, making recommendations for improvements or upgrades as needed.
- Assist with banking approvals and user access.
- Identify process improvements and automation that will enhance efficiency and accuracy in accounting processes.
- Review chapter fundraising documentation to ensure proper recording.
- Maintain and analyze general ledgers as needed.
- Maintain accurate vendor records.
- Investigate budget and income statement variance issues.
- Maintain records of assets and liabilities, or other financial activities within an organization.
- Meet processing and reporting deadlines.
- Ensure compliance with Fraternity financial policies, risk management guidelines, and national reporting requirements.
- 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 in accounting, finance, or related field of study with a minimum of 3-5 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.
- Proficiency in accounting software (MIP, GreekBill, Billhighway, or similar).
- Excellent attention to detail, accuracy, and organizational skills.
- Ability to manage multiple deadlines and maintain confidentiality.
- Experience in non-profit sector beneficial.
- Broad Fraternity knowledge and membership in Pi Beta Phi preferred.

ADDITIONAL INFORMATION:

Travel is expected to be less than 10%.

Hybrid working opportunities available.

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 \$50k.