



Assistant Director of Chapter Finance

Job Title: Assistant Director of Chapter Finance

Salary Type: Exempt

Reports to: Fraternity/FHC Finance Director

Effective: As soon as possible

PRINCIPAL OBJECTIVE:

This full-time position is responsible for overseeing the management of chapter finances, which includes providing financial assistance and guidance to collegiate chapters and supports Fraternity/FHC volunteers and staff in chapter financial management.

CORE RESPONSIBILITIES:

- Oversees management of chapter finances, including analytical review of chapter financial reporting monthly and annually.
- Serves as primary chapter accounting system liaison to address system needs and enhancements.
- Collaborates with Membership and FHC teams on financial implications of member related and housing related items.
- Corresponds and collaborates with finance/housing volunteers and additional volunteer teams as necessary to drive healthy chapter financial management practices.
- Manages and reviews chapter month end and year end closings procedures including chapter bank account reconciliations, journal entries, and all financial statement account reconciliations and reporting.
- Oversees tax preparation services by third party accounting firm.
- Approves finance section for the chapter newsletters
- Manages chapter giving program and partners with Pi Beta Phi Foundation to ensure financially responsible decisions regarding large chapter gifts while balancing individual chapter needs, housing needs, and philanthropic goals.
- Responsible for reviewing housing contracts to ensure accuracy and in accordance with state and local laws.
- Review and approve annual chapter budgets including cash reserves calculations.
- Ensure chapter records are submitted to IRS and State Returns submitted as requested.
- Supports new chapters by working with local resident Fraternity Staff. Serves as AACH FA for first year.
- Oversees National Bank Program including open/close accounts, vendor relationship management, and product enhancements.
- Other duties as assigned.

CORE COMPETENCIES:

Servant Leader Role Model: sets the standard for and consistently demonstrates the behaviors of servant leadership; always adheres to Pi Phi values

Member Focus: is dedicated to meeting the expectations and needs of members; ensures first-hand information is obtained and used to improve programs and services

Collaborative Style: builds strong partnerships and alliances with others by identifying mutual goals and fostering open dialogue; easily creates virtual teams; shares wins and successes

Conflict Management: finds common ground and gets cooperation with minimum noise; reads situations quickly and is good at focused listening

Credibility: trusts others and is trusted, maintains confidentiality

Problem Solving: solves difficult and complex problems with effective solutions; is excellent at honest analysis

Effective Communication: possesses strong oral and written communication skills; makes effective presentations

Technical Skills: high level of proficiency with use of GreekBill, Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), database software

SELECTION CRITERIA (Knowledge, Skills and Abilities):

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.

Pi Beta Phi Fraternity membership preferred.

ADDITIONAL INFORMATION:

Potential for moderate travel.

DIRECTLY SUPERVISES THE FOLLOWING: Chapter Finance Coordinator