



## Finance Specialist

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**Job Title:** Finance Specialist

**Salary Type:** Exempt

**Reports to:** Dual reporting relationship to Assistant Director of Chapter Finance and Assistant Director of Finance

**Effective:** November 2020

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**PRINCIPAL OBJECTIVE:**

This full-time position is responsible for all billing, collection and completion of the accounts receivable function, and provides financial assistance and guidance to collegiate chapters and supports Fraternity/FHC volunteers and staff in chapter financial management.

**CORE RESPONSIBILITIES:**

- Coordinates the monthly ACH/EFT transfer to fulfill outstanding Accounts Receivable.
- Coordinates all processing of cash receipts in accounting software including membership dues and fees, event registration payments, loan payments and miscellaneous receipts.
- Coordinates with outside vendors to facilitate member billing and payment.
- Collaborates with Assistant Director of Alumnae and Volunteer Support to communicate with Alumnae Clubs, Chapters, volunteers and members at large about dues and fee-related questions.
- Reconciles general ledger accounts associated with accounts receivable and revenue accounts.
- Prepares monthly reporting for review by Assistant Director of Finance.
- Assists in year-end close and preparation of reports for annual audit.
- Provides direct support in managing finances of chapters, including and transaction data entry as needed and transaction management at chapter level.
- Collaborates with Membership team on financial implications of member related items.
- Prepares chapter month end and year end closings procedures including chapter bank account reconciliations, journal entries, and all financial statement account reconciliations and reporting.
- Assists with supplying accounting firm the information required for annual tax preparation services as required by federal and state law.
- Prepares annual chapter budget templates using historical data analysis and current year collaborative data from the chapter finance/housing volunteers and CHC volunteers.
- Assist chapters with National Bank Program including changing officers on signature cards, reconciliations, open/close accounts.
- 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 three 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.

***I have received and read my job description and understand the requirements of the job. I understand this job description is not intended to be all-inclusive; I am expected to perform other duties as assigned. Further, I acknowledge that Pi Beta Phi reserves the right to revise or change job duties as the need arises.***

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Employee Name (Printed)

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Employee Signature

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Date

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Supervisor's Signature

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Date