



Finance Director

Job Title: Finance Director

Salary Type: Exempt

Reports to: Sr. Director of Finance

Effective: July 1, 2021

PRINCIPAL OBJECTIVE:

This full-time position is responsible for the reconciliation and integrity of the general ledger for finance operations, oversight of daily accounting functions, overseeing the management of chapter finances, and the oversight of financial reporting and long-term financial planning for Pi Beta Phi.

CORE RESPONSIBILITIES:

- Leads and reviews month-end, quarter-end, semester-end, and year-end financial reporting procedures in compliance with Generally Accepted Accounting Principles (GAAP)
- Prepares monthly/quarterly financial statements for Fraternity/FHC
- Gathers information for financial reporting and prepares Board reports
- Leads Chapter House Corporation (CHC) transitions into FHC
- Leads and oversees financial collaboration with Foundation such as the CHIP/EAGP program and Fraternity grant requests
- Partners with the Sr. Director of Human Resources to ensure accurate payroll and benefit/retirement plan reporting for Fraternity and FHC employees
- Implement, develop, and adjust Standard Operating Procedures (SOPs) for finance staff
- Develop training for finance/housing volunteers
- Responsible for Resource Library and Online Learning Center (OLC) training webinar updates
- Oversee communications with chapters and volunteers
- Direct liaison in specific 'Lead' areas and responsible for delegation to the finance team for consistency and efficiency - includes leading area specific meetings, updates to volunteer liaisons, and communications
- Gather information and prepare budgets for FHC/Fraternity
- Review budgets and develop templates for Chapter Finance
- Lead new chapter establishments which includes overseeing finance staff to support chapter financial management needs.
- Responsible for leading assigned events, which may include and is not limited to College Weekend, Convention, Housing Forums, etc.
- 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.