



Finance Specialist

Job Title: Finance Specialist

Salary Type: Exempt

Reports to: Finance Director

Effective: July 2021

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 Sr. Director of Alumnae Engagement 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 the Fraternity and chapters, including and transaction data entry as needed and transaction management.
- Corresponds and collaborates with finance/housing volunteers and additional volunteer teams as necessary to drive healthy financial management practices.
- Collaborates with Chapter Services team on financial implications of member related items.
- Prepares month end and year end closings procedures including 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 finance/housing volunteers and CHC volunteers.
- Supports new chapters by working with local resident Fraternity Staff. Serves as VPFH and Director Member Finance for first year.
- Assist chapters with National Bank Program including changing officers on signature cards, reconciliations, open/close accounts.
- Prepare the month end billing statement for Chapters, Alumnae Clubs, housing entities and intercompany transactions.
- 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.