



**Job Title: FHC CHAPTER FINANCE COORDINATOR**

<p><b>Overview</b></p>	<p>This full-time position provides financial assistance and guidance to collegiate chapters and supports Fraternity/FHC volunteers and staff in chapter financial management.</p>
<p><b>Responsibilities</b></p>	<p>Provides direct support in managing finances of chapters as follows:</p> <ul style="list-style-type: none"> <li>• Reviews and approves annual chapter budget for chapters, including required cash reserves as needed</li> <li>• Monitors the chapter budget and accounting records in chapter accounting system</li> <li>• Reconciles monthly chapter bank accounts in chapter accounting system as needed</li> <li>• Reviews FHC/CHC/Chapter annual agreements to ensure proper alignment of facility and chapter budgets</li> <li>• Reviews and reconciles member housing contracts to chapter budgets</li> <li>• Ensures chapter records are submitted to accountant, federal tax return is submitted to the IRS and state returns submitted as required</li> <li>• Supports new chapters by working with local resident Fraternity staff and serving as VPF and AAC Financial Advisor during the first-year chapter operations.</li> <li>• Assists chapters with US Bank program including changing officers on signature cards, reconciliations, opening/closing accounts, etc.</li> </ul> <p>Serves as primary chapter accounting system liaison to address system needs and enhancements.</p> <p>Collaborates with membership team on financial implications of member related items.</p> <p>Collaborates with finance/housing volunteers and additional volunteer teams as necessary to drive healthy chapter financial management practices.</p> <p>Manages designated chapter year-end financial review and tax preparation services as required by federal and state law.</p>



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<b>Responsibilities continued</b>	<p>Supports organizational training needs such as chapter financial component of LDC/RLDC training, AAC Financial Advisor training, VPF training, etc.</p> <p>Fraternity project work as needed.</p> <p>Other duties as assigned.</p>
<b>Reporting Relationships</b>	Reports to FHC Finance Director
<b>Travel</b>	Potential for moderate travel.
<b>Qualifications</b>	
<b>Education/Knowledge/Experience</b>	<p>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.</p> <p>Knowledge of and strict adherence to GAAP reporting procedures.</p> <p>Excellent written and verbal communication skills. Presentation skills a plus.</p> <p>Pi Beta Phi Fraternity membership desired but not required.</p>
<b>Skills and Abilities</b>	<p><b><u>Servant Leader Role Model:</u></b> sets the standard for and consistently demonstrates the behaviors of servant leadership; always adheres to Pi Phi values</p> <p><b><u>Member Focus:</u></b> is dedicated to meeting the expectations and needs of members; ensures first-hand information is obtained and used to improve programs and services</p> <p><b><u>Collaborative Style:</u></b> builds strong partnerships and alliances with others by identifying mutual goals and fostering open dialogue; easily creates virtual teams; shares wins and successes</p> <p><b><u>Conflict Management:</u></b> finds common ground and gets cooperation with minimum noise; reads situations quickly and is good at focused listening</p> <p><b><u>Credibility:</u></b> trusts others and is trusted, maintains confidentiality</p> <p><b><u>Problem Solving:</u></b> solves difficult and complex problems with effective solutions; is excellent at honest analysis</p> <p><b><u>Effective Communication:</u></b> possesses strong oral and written communication skills; makes effective presentations</p> <p><b><u>Technical Skills:</u></b> high level of proficiency with use of GreekBill, Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), database software</p>

*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