**Chapter Accountant**

**Executive Office Job Description**

Department: Financial Services

Position Title: Chapter Accounting Coordinator

Status: Exempt

General Description: Account Management, Budgets, Audit, Financial Review

Duties Performed

Account Management

1. Review chapter books monthly:
	* Check that coding on all transactions is correct. Make corrections to transactions that are coded incorrectly (use chapter budget as a guideline).
	* Review Balance Sheet for errors.
	* Review General Ledger.
	* Add Transaction Checklist to show that chapter has been reviewed.
	* Update Status Spreadsheet to show that review is complete.
	* Indicate on Status Spreadsheet missing/late bank statements and missing transactions.
	* Update Status Spreadsheet with A/R Percentage for easy review for CFDs.
2. Work with OmegaFi to update correspondence to chapters.
3. Process EFML requests from chapters.
4. Prepare and send out fine letters if there are any for missing/late bank statements and missing transactions.
5. Update Loan Payments with the correct Interest to Principle ratio.
6. Notify chapter of NSF checks and fees from online payments in iMIS. Monitor Pi Portal to make sure they go back and submit payment.
7. Answer questions from OmegaFi, International Officers, and chapters.
8. Review outstanding checks report and void checks that have been outstanding for 3 months or more. Notify chapter that check has been voided in OmegaFi and advise them on placing a Stop Payment on check with bank.
9. Review Philanthropy Income vs Philanthropy Expense.
10. Partner with CFD Chair to update the FVP Manual and other finance related content.
11. Verify Retained Earnings match audit from last year in OmegaFi and work with OmegaFi to correct accounts that no longer match.
12. Enter journal entries for deprecation in OmegaFi and QuickBooks.
13. Review all Receipts and Disbursement reports in OmegaFi to make sure no chapter expense/income have been coded to HC codes. These do not show up on chapter’s standard reports (e.g. Balance Sheet, Income Statement and General Ledger).
14. Yearly Chapter Audit:
	* Review full year.
	* Send Audits out to chapters and finance team.
	* Fill out Audit Checklist as chapter financials are reviewed.
	* Prepare the Chapter Combined Tax Return spreadsheet for the CPA to file a combined 990 for all chapters.
15. Notify OmegaFi when we have a new colony:
	* Monitor OmegaFi to make sure the account is opened in OmegaFi before Bid Day.
16. Review submitted paraphernalia orders from chapters and partner with Controller to manage inventory process.
17. Review and submit chapter badge orders to Herff Jones.
18. Assist with special projects within FSD and Housing as needed.
19. Additional duties as assigned by the Controller.

Training/Continuous Education

* Attend Leadership Consultant training to make sure information is not left out.
	+ Train Leadership Consultants of the correct process to set up OmegaFi and bank accounts for new colonies.

Suggested Background and Experience

* Degree in finance or accounting or a minimum of five years’ accounting experience.
* Previous chapter Finance Vice President (preferred but not required).
* Experience with excel spreadsheets (min. knowledge - intermediate level), word processing software and accounting software (proficient in QuickBooks Enterprise preferred), experience working with iMIS software (preferred but not required).
* Ability to work independently and take initiative.
* Strong communication skills to successfully communicate with all levels of staff/volunteers/members.
* Demonstrates strong knowledge in problem resolution and process improvement/development.
* Experience in integrated database and accounting software.
* Must pass background check.

Degree of Supervision: Moderate

From: Controller

Extent of Supervision Given: Moderate

Employment location: Alpha Delta Pi’s Executive Office in Atlanta, GA