

Alpha Delta Pi

BE THE FIRST

FINANCE ACCOUNTANT

DEPARTMENT: Operations

POSITION TITLE: Finance Accountant

GENERAL DESCRIPTION: As a member of the operations team, the Finance Accountant is responsible for performing the day-to-day accounting tasks for both the sorority and International Housing.

Duties Performed

Responsibilities:

Accounts Payable

- Processes all payables transactions for sorority and international housing on a weekly basis
- Working knowledge of the codes and budget categories to identify possible coding corrections during daily tasks
- Pull invoices from specified online accounts and emails to prepare for processing
- Maintain and replenish UPS prepaid account funds
- Print, batch for signing, and mail checks weekly.
- Enforce new vendor W-9 policy prior to issuing payment and maintain secure vendor records.
- Responsible for reordering check stock
- Monitoring of cash account balances before A/P cycle for sorority accounts
- Provide coding details to A/R for items being offset by an A/P entry
- Working knowledge of the codes and budget categories to identify possible coding corrections during daily tasks

Expense Reports

- Reviews and verifies expense reports and recalculates totals for accuracy.
- Verifies that the receipts and copies are attached. Prepares emails or makes phone calls to International Officers if expense reports contain errors and works to resolve in a timely manner in line with Travel & Reimbursement policy.
- Reports unresolvable items to Controller for assistance/guidance.
- Process expense reports and enter detail into the accounting system.

PCard Coordinator

- Issues all approved staff and volunteers new SunTrust VISA credit cards
- Manages the monthly reconciliation and payment of both the SunTrust VISA and AMEX statements
- Liaison between travel agency and EO for monthly travel report for AMEX charges
- Liaison between SunTrust and EO for fraud charge resolution
- Processes all card terminations/reissues
- Requests annual SunTrust cash rewards pay out

Budget Reporting

- Email monthly and weekly budget reports to budget managers
- Perform recoding requests as specified

Accounts Receivable

- Responsible for processing all ReMember Dues Campaign checks and credit cards
- Responsible for posting and batching all jewelry account transactions

- Deposits money into bank
- Monthly reconciliation of ReMember Dues account and spreadsheet preparation for Director and Alumnae and Volunteer Engagement
- Record and report expansion donations received through ReMember Dues

Additional Duties

- Updates Financial forms on a regular basis and submits updates to the Web Site Coordinator (ie. Chart of Accounts and Expense Report Form)
- Cross train with all FSD personnel
- Send email and newsletter messages as reminders of financial and reporting deadlines
- Audit prep work and assist auditors as assigned for both Sorority and IHC
- Special projects as assigned

Expectations:

- Ability to work independently and take initiative.
- Consistently demonstrate through words, actions, and interactions, alignment with Alpha Delta Pi values and strategic direction, focusing on the success of the Sorority and International House Corporation
- Promote the ongoing development of a service relationship with collegiate chapters, local and national volunteers, and all members of the Sorority and International House Corporation
- Demonstrate a positive, problem-solving mindset in the spirit of teamwork and cooperation
- Maintain positive public relations within the Sorority, International House Corporation, Foundation, and service and support vendors
- High degree of professionalism and confidentiality required

Suggested Background and Experience

- Bachelor's degree in finance or accounting or a minimum of 5 years' experience
- Three or more years of accounting experience
- Experience with excel spreadsheets, accounting software (proficient in QuickBooks Enterprise preferred), experience working with iMIS software (preferred but not required)
- Experience in integrated database and accounting software
- Strong analytical thinking and interpersonal skills
- Demonstrates strong knowledge in problem resolution and process improvement/development
- Excellent organizational, verbal and written communication skills
- Demonstrated ability to prioritize and follow through
- Professional, outgoing, customer-service oriented manner
- Detail-oriented with big picture vision, and effective work practices under pressure while meeting all applicable deadlines
- Proactive, self-directed, and able to independently solve problems
- Ability to professionally and effectively handle difficult situations

DEGREE OF SUPERVISION: Moderate

FROM: Director of Finance / Controller

EMPLOYMENT LOCATION: This position is based at Alpha Delta Pi's Executive Office in Atlanta, GA. Remote employment will not be considered.