

Alpha Delta Pi

BE THE FIRST

CHAPTER ACCOUNTANT

DEPARTMENT: Operations

POSITION TITLE: Chapter Accountant

GENERAL DESCRIPTION: Account Management, Budgets, Audit, Financial Review

Duties Performed

Responsibilities:

Chapter Account Management (40%)

- 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.

OmegaFi Vendor Partnership (25%)

- Work with OmegaFi to update correspondence to chapters.
- Answer questions from OmegaFi, International Officers, and chapters.
- 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.
- Verify Retained Earnings match audit from last year in OmegaFi and work with OmegaFi to correct accounts that no longer match.
- Enter journal entries for deprecation in OmegaFi and QuickBooks.
- 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).
- Notify OmegaFi when we are opening or closing a chapter and monitor the process to completion.

Internal Processing (10%)

- Process EFML requests from chapters.
- Prepare and send out fine letters if there are any for missing/late bank statements and missing transactions.
- Update Loan Payments with the correct Interest to Principle ratio.
- Notify chapter of NSF checks and fees from online payments in iMIS. Monitor Pi Portal to make sure they go back

and submit payment.

- Review Philanthropy Income vs Philanthropy Expense.
- Partner with CFD Chair to update the FVP Manual and other finance related content.

Inventory (10%)

- Review submitted paraphernalia orders from chapters and partner with Controller to manage inventory process.
- Review and submit chapter badge orders to Herff Jones.

Annual Audit (10%)

- 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.

Other (5%)

- Assist with special finance and housing projects as needed.
- Additional duties as assigned by the Director of Finance.

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

- Degree in finance or accounting or a minimum of 5 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)
- Proactive, self-directed, and able to independently solve problems
- Demonstrated ability to prioritize and follow through
- 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: Director of Finance / Controller

EXTENT OF SUPERVISION: Moderate

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