

# Alpha Delta Pi

BE THE FIRST

## CHAPTER ACCOUNTING COORDINATOR

**DEPARTMENT:** Operations

**POSITION TITLE:** Chapter Accounting Coordinator

**GENERAL DESCRIPTION:** As a member of the operations team, the Chapter Accounting Coordinator is responsible for the daily and monthly account management of all Alpha Delta Pi chapters in OmegaFi and performs our annual chapter audit. This position coordinates with the Chapter Finance Directors to manage chapter budgets and training resources. This position also works closely with headquarters staff to manage badge orders, inventory, and other chapter finance responsibilities.

### Duties Performed

#### Responsibilities:

##### Chapter Account Management

- 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.

##### OmegaFi Vendor Partnership

- 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 the chapter about the void 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
- Notify OmegaFi when we are opening or closing a chapter and monitor the process to completion.

##### Internal Processing

- Process EFML requests from chapters.
- Prepare and send out fine emails if there are any missing/late bank statements and missing transactions.
- Update Loan Payments with the correct Interest to Principal 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

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

#### Annual Chapter Audit

- Review full year for each chapter.
- Fill out Audit Checklist as chapter financials are reviewed.
- Send Audits out to chapters and finance team.
- Prepare the Chapter Combined Tax Return spreadsheet for the CPA to file a combined 990 for all chapters.

#### Other

- 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.