**Title**: Vice President of Finance

**General Purpose of Position**: The Vice President of Finance (VPF) coordinates the financial activity for Omega Phi Alpha. The VPF oversees and monitors the budget and financial procedures; supervises the preparation of all financial statements and tax document filings; and provides the sorority with sound financial information to ensure effective decisions.

**Classification**: National Executive Board

**Selected By**: Election

**Level**: National

**Relationships to Other Jobs**:

**Elected by:** Convention Delegation

**Accountable to:** National Delegation, National Executive Board

**Support from:** National Executive Board

**Works with:** National Executive Board, financial advisor; fundraising chair; Board of Alumnae Affairs, TLCs, active and alum chapter treasurers; Scholarship Trustees, National Office Administrator, Tax Preparer and Bookkeeper

**Term of Service**: 2 years

## Time Commitment: 5-10 hours a week, with some peak times during big projects.

**Required Qualifications**:

* An alumna sister in good standing.
* 3 years of professional, OPA or nonprofit experience in managing others.
* Experience managing a budget of $100,000 or more.
* Experience in financial planning for an organization.
* Experience with financial reporting with the ability to assess tax and financial statements prepared by paid professionals for accuracy.
* Excellent communication skills via electronic communication.

**Preferred Knowledge/Abilities/Experiences**:

* Experience as a CFO or CPA.
* Has a degree in business or accounting.
* Holds a MBA degree.

**Duties and Responsibilities**:

* Prepare the financial statements for the national organization (all funds) – including a balance sheet, statement of revenue and expenses, and a budget vs. actual statement at mid-year and year-end. The year-end reports must be prepared in time for the delegates at national convention.
* Record and deposit all monies received and record and make all disbursements for the national organization.
* Reconcile the bank accounts monthly, providing a copy of the reconciliation to another NEB officer for review at least quarterly.
* Chair the budget committee for the national organization – and present the annual budget to the national delegation for approval at convention.
* Prepare all returns required by the IRS for the national organization. Upon a change in VP Finance, the return is prepared by the officer who kept the records for the accounting period prior to leaving office.
* Respond to all inquiries or requests for information from the IRS for the national organization or any active or alumnae chapter.
* Serve as the NEB liaison to the Scholarship Trust.
* Write financial procedures for the national organizations – and ensure that active and alum chapter financial procedures are compliant with national procedures and adequate to ensure the safeguarding of their chapter assets.
* Maintain supporting files and ledgers for national dues, donations and all major expense items
* Other related tasks as needed.

**Convention/ Midyear /District Summit Attendance required?** Yes/ Yes/ No