

Position Description—Chapter Finance Coordinator

Title: Chapter Finance Coordinator

General Purpose: The chapter finance coordinator is responsible for financial interactions with the active and alumna chapters including maintaining chapter financial manuals, training of chapter treasurers, internal audits, oversight of chapter financial operations and assisting with questions and problem solving.

Classification: Appointed
Level: National Coordinator

Relationships to Other Positions:

Appointed by:	VP Finance
Accountable to:	Financial Reporting Director, VP Finance
Support from:	Finance Team, Virtual Assistant
Works with:	Reimbursement Director, District Summit Coordinator, CSCs

Term of Service: 1 year
Time Commitment: 5–10 hours per week

Required Qualifications:

- Alumnae status in good standing
- Previous experience as a chapter treasurer or CSC
- Proficiency with common business computer applications

Preferred Knowledge / Abilities / Experiences:

- Ability to prepare accounting reports or excel spreadsheets as needed
- Good communication and organization skills
- Experience in non-profits, collegiate administration or business

Duties and Responsibilities

- Training and support for chapter treasurers, including checking on at-risk chapters
- Collect membership, financial reports, and copies of state and federal filings from chapters; scan and save to national files
- Give guidance and advise to chapters concerning fundraising efforts
- Update and maintain chapter corporate documentation database and reference list
- Assist reimbursement director with district summit expenses, recruitment expenses, and other chapter requests for national funds to assure they are within budget, properly reported, documented, approved, and submitted for payment in a timely manner
- Oversight of chapter savings held with the national organization
- Update and maintain chapter financial procedure manuals
- Assist chapters with timely completion of sorority and IRS reporting
- Assist chapters with banking issues
- Assist Revenue Director with collection of unpaid dues invoices
- Performing simple chapter internal audits if needed
- Assist national coordinators and chapter officers with financial related problems and questions
- Other related tasks as needed

Convention/Mid-year/Summit attendance required? No / No /No