

Position Description—Financial Reporting Director

Title: Financial Reporting Director

General Purpose of Position: The financial reporting director is responsible for the overall accounting of and financial reporting for Omega Phi Alpha National Service Sorority and related organizations. The position consolidates the information from all financial sources and reconciles it in the financial software, prepares monthly financial reports, establishes and maintains proper accounting controls, and oversees the chapter finance coordinator.

Classification: Appointed

Level: National Director

Relationships to Other Jobs:

Appointed by:	VP Finance
Accountable to:	VP Finance, National Executive Board
Support from:	Finance Team, Virtual Assistant
Works with:	National Leadership Team

Term of Service: 2 years, non-coinciding with VP Finance

Time Commitment: 5-10 hours a week, monthly reporting deadlines

Required Qualifications:

- Alumna sister in good standing
- Experience in business operations
- Understanding of accrual-based accounting principles
- General bookkeeping and bank reconciliation skills
- Proficiency with common business computer applications

Preferred Knowledge/Abilities/Experiences:

- Holds a degree in business or accounting
- Experience preparing financial statements and budgets
- Experience in governmental reporting for nonprofit organizations
- Experience using Quickbooks accounting software
- Experience as a CFO or CPA

Duties and Responsibilities:

- Review and post electronic transactions from online applications such as Paypal and Square
- Perform monthly closing entries and bank reconciliations
- Prepare monthly financial reports for distribution to the NEB and Board of Directors
- Review all financial transactions for accuracy and appropriateness. Report any discrepancies or concerns to the VP Finance or National Executive Board.
- Prepare the annual financial statements for all national entities including the sorority, the foundation and the scholarship trust in accordance with Generally Accepted Accounting Principles
- Maintain an annual reporting calendar and assure that all required reports are filed timely
- Maintain and update the financial procedures for the national organizations



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- Oversight of the Chapter Finance Coordinator to ensure that active and alum chapter financial procedures are compliant with national procedures and adequate to ensure the safeguarding of their chapter assets
- Assist the VP Finance with all governmental reporting requirements
- Other related tasks as needed

Convention/ Mid-year/District Summit Attendance required? NO/ NO/ NO