

Position Description—Reimbursement Director

Title: Reimbursement Director

General Purpose: The reimbursement director is responsible for all expenditures of the sorORITY. The position receives and pays all bills, scans and stores all supporting documentation, posts all expenditure transactions to the accounting records and maintains vendor files. The person taking the position must be willing to be a signer on the bank accounts.

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, Chapter Officers

Term of Service: 2 years

Time Commitment: 5 hours a week, with some peak times

Required Qualifications:

- Alumnae status with good standing
- Experience in business operations
- Understanding of accrual-based accounting principles
- Proficiency with common business computer applications

Preferred Knowledge/Abilities/Experiences:

- Holds a degree in business or accounting
- Proficiency with QuickBooks accounting software

Duties and Responsibilities:

- Receive and review all bills and requests for reimbursement
- Ensure that all payment requests are properly documented, approved and within budgetary constraints
- Scan and file expense documentation in an organized manner
- Pay all bills, vouchers, and reimbursement requests
- Enter transactions to the accounting records timely using accrual-based accounting principles
- Maintain vendor records in accounting system, including IRS W-9 files
- Assist financial reporting director with annual budget preparation
- Assist other leadership team members with questions about spending and expenditures
- Assist with VP Finance with preparation on annual IRS reports
- Research and solicit bids for large purchases as requested
- Other related tasks as needed

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