



Title: Chapter Finance Specialist

Department: Finance

Supervisor's Title: Director of Finance

Position Status: Salaried, full-time

Position Location: Carmel, IN

Position Summary: Supervises all efforts to ensure chapters are in compliance with national financial policies and IRS guidelines; oversees all collegiate chapter finances utilizing Billhighway; manages chapter supply inventory processes; tracks affinity royalties and markets new licensed items through publications and advertisements; and assists with ritual program.

Qualifications:

- Bachelor's degree in finance, accounting or related field preferred
- Experience with collegiate chapter finances
- Proficiency with accounting software
- Strong written and oral communication skills; customer service skills; organizational and delegation skills, attention to detail; presentation and facilitation skills; strong interpersonal/relationship building skills
- Initiated member of Sigma Kappa Sorority preferred
- Proficiency with Microsoft Word, Excel, PowerPoint
- Must be able to lift 40 pounds

Responsibilities:

- Coordinate, prepare and/or maintain all pertinent statistical records, historical and resource files and financial forms regarding financial matters of Sigma Kappa chapters as required by national policy and the Internal Revenue Service
- Actively monitor Billhighway for chapters for adherence to the budget, national policy, and IRS regulations taking corrective action as necessary
- Review all monthly and annual reports for chapters utilizing headquarters accounting service per procedures.
 - Distribute monthly reports indicating the financial health of the chapters
- Work with accounting firm to prepare collegiate chapter tax information for completion of tax returns

- Work with collegiate finance coordinators, alumnae finance coordinator and director of chapter finance to assist chapters in all areas of financial operations
- Maintain financial records needed for Standards of Excellence judging including tracking outstanding business for collegiate chapters
- Process all chapter supply and ritual orders. Maintain order data and inventory. Conduct periodic inventory per procedure, and notify appropriate individuals when re-orders are necessary
- Compile royalty revenue data and licensed vendors in quarterly report
- Work with the communication team and other members of staff to promote Shop Sigma Kappa through social media and the various publications
- Serve as the point of contact for all licensed vendors
 - Identify marketing and sponsorship opportunities
- Ensure all financial documents are created and collected in the event of a chapter being established or closed
- Perform all other duties as may be prescribed by the director of finance or executive director of Sigma Kappa Sorority

Expectations:

- Consistently demonstrate through words, actions, and interactions, alignment with Sigma Kappa values and strategic direction, focusing on the success of the entities
- Promote the ongoing development of a service rapport with chapters, local and national volunteers, and all members of the Sorority
- Represent Sigma Kappa within related professional organizations as approved by the executive director
- Assist with preparations for Sigma Kappa events as assigned, and travel to provide on-site staff support
- Demonstrate a positive, problem-solving mindset in the spirit of teamwork and cooperation
- Maintain positive public relations within the Sorority, among all Sorority entities and service and support vendors
- Maintain and develop materials and procedure notebooks as appropriate to the position

Revised May 2017