



**Title:** Chapter Finance Specialist

**Department:** Operations

**Supervisor's Title:** Senior Director of Operational Strategy

**Position Status:** Salaried, full-time

**Position Location:** Carmel, IN preferred

**Position Summary:** Assists collegiate and alumnae chapters in all areas of financial management to ensure chapters are in compliance with national financial policies and IRS guidelines; serves as the liason to Billhighway and markets licensed items through publications and advertisements

**Qualifications:**

- Bachelor's degree in finance, accounting or related field preferred
- Experience with collegiate chapter finances
- Experience with budget creation a plus
- Proficiency with accounting software (Billhighway)
- 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; futuristic
- Initiated member of Sigma Kappa Sorority preferred
- Proficiency with Microsoft Word, Excel, PowerPoint

**Responsibilities:**

- Coordinate, prepare and/or maintain all pertinent statistical records, historical and resource files and forms regarding financial matters of Sigma Kappa chapters as required by national policy and the Internal Revenue Service
- Work with staff and volunteers to assist chapters in all areas of financial operations including managing finance resources for VPFs, chapters, staff and volunteers
- Work with the online accounting software firm, Billhighway, as the staff expert and main point of contact; conduct routine meetings to navigate chapter needs; analyze and monitor reports for adherence to policies and guidelines
- Work with the accounting firm to prepare collegiate chapter tax information for completion of tax returns
- Maintain financial records needed for Standards of Excellence judging
- Maintain ritual inventory and distribution per procedures

- Serve as the point of contact for all licensed vendors and promote Shop Sigma Kappa through various publications
- Collaborate with the National Housing Corporation and Sigma Kappa Foundation to enhance each chapter's financial understanding across entities
- Perform all other duties as may be prescribed by the senior director of operational strategy or executive director of Sigma Kappa Sorority

**Expectations:**

- Consistently demonstrate through words, actions and interactions, alignment with the Sorority's values, strategic direction and commitment to diversity, equity, access and inclusion, focusing on the success of the organization.
- Excellent communication, customer service, organization, presentation, facilitation and relationship building skills.
- 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 national meetings as assigned, and travel to meetings to provide on-site staff support.
- Demonstrate a positive, problem-solving mindset and a spirit of teamwork and cooperation.
- Maintain positive public relations within the Sorority, among all Sorority entities, in contact with other membership groups, university officials, vendors, and others.
- Maintain and develop materials and procedure notebooks as appropriate to the position.
- Perform other duties as may be prescribed by the senior director of membership strategy and the executive director of Sigma Kappa Sorority.

**Technical/Computer Skills:**

- Ability to effectively use email (MS Outlook) and MS Office software programs.
- Ability and willingness to effectively use other job-related technology tools.

**Physical Demands:**

- Ability to stand under 1/3 of the time.
- Ability to walk under 1/3 of the time.
- Ability to sit more than 2/3 of the time.
- Ability to talk or hear from 1/3 to 2/3 of the time.
- Ability to lift 20 lbs. under 1/3 of the time.

**Work Environment:**

- The work environment is that of a fast-paced office with minimal to high noise levels and moderate temperatures.
- This position requires working independently as well as part of a team.
- This position requires verbal and face-to-face contact with others on a daily basis.
- Frequent use of a computer, general office equipment, and/or personal device (e.g., cell phone, tablet) is necessary.
- The position requires client information be maintained appropriately confidential.

The qualifications, responsibilities, expectations, technical/computer skills, work environment, and physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Sigma Kappa provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

*Revised May 2022*