



Title: Accounts Payable Assistant

Department: Finance

Supervisor's Title: Director of Finance

Position Status: Non-exempt, hourly, part-time (approximately 20/hours week)

Position Location: Carmel, IN

Position Summary: Responsible for the accounts payable process; ensure payment of outstanding invoices and check requests; maintain accurate accounting records, preparation of financial reports for the national organization and various administrative tasks

Qualifications:

- Bachelor's degree preferred
- Proficiency with accounting software systems and membership databases
- Excellent data entry skills
- Strong written and oral communication skills; excellent customer service skills, detail oriented, with ability to manage multiple projects in a timely, well-organized fashion
- Proficiency with Microsoft Word and Excel

Responsibilities:

- Responsible for entire accounts payable process to include: coding invoices, distributing invoices for approval, tracking unpaid invoices, printing reports and checks and obtaining signers.
- Update cash flow spreadsheet with deposit information daily
- Assist chapter finance specialist with packing and shipping chapter supply orders
- Assist with processing chapter badge orders as needed
- Performs such other duties as may be assigned by the director of finance or executive director of Sigma Kappa Sorority

Expectations:

- Consistently demonstrate through words, actions, and interactions, alignment with the Sorority's values and strategic direction, focusing on the success of the Sorority.
- Promote the ongoing development of a service relationship with collegiate and alumnae chapters, local and national volunteers, and all members of the Sorority.
- Maintain positive public relations within the Sorority, among all Sorority entities, in contact with other NPC and NIC groups, university officials, vendors, and others.

- Demonstrate a positive, problem-solving mindset in the spirit of teamwork and cooperation
- Assist with preparations for annual summer meeting as assigned, and provide support at headquarters during the meeting.
- Maintain and develop materials and procedure notebooks as appropriate to the position.

Revised May 2017