



DELTA PHI EPSILON

esse quam videri

POSITION DESCRIPTION

Title: Financial Services Intern

Department: Financial

Reports to: Coordinator of Financial Services

Status: Part Time (12-16 hours)

POSITION SUMMARY:

Responsible for receiving mail related to AR/AP, preparation of deposits, cash receipts assembly, AP mailing and other projects assigned by the Financial Services team.

KEY ROLES (Essential Job Responsibilities):

Preparing Chapters for Success

1. Create an environment that represents the purpose and mission of Delta Phi Epsilon.
 - a. Process Mail
 - b. Prepare all bank deposits
 - c. Maintain A/R and A/P filing systems
 - d. Billhighway specific projects

RELATIONSHIPS:

Internal: Maintains close, daily contact with fellow staff members and financial services team to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel.

External: Maintains contact with external groups such as members, volunteers, clients, customers and vendors to gauge issues and problem solve.

SKILLS/KNOWLEDGE REQUIRED:

- Accounting/ Finance Studies
- Knowledge of Fraternity and Sorority life
- Strong attention to detail and accuracy
- Strong Communication skills
- Must be a self-starter and able to work independently and as a member of the team
- Ability to partner, collaborate and effectively work directly with volunteers
- Familiarity with Billhighway

PHYSICAL REQUIREMENTS:

Must be able to lift up to 10 pounds.



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DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by:

Incumbent

Date

Approved by:

Executive Director

Date