



DELTA PHI EPSILON

esse quam videri

POSITION DESCRIPTION

Title:	Director of Financial Services
Department:	Finance & Information Systems
Reports to:	AED Finance & Information Systems
Status:	Exempt

POSITION SUMMARY:

Responsible for overall financial functions of the office to include supervising Departmental employees as assigned by the AED Finance and Information Systems, moving strategic goals forward in the areas of responsibility for the enterprise including accounting, financial management, expense allocation management, accounts receivable management & reporting, pledge & payment plan management, collections, liaise with member management partner. Additional responsibilities include answering the phone, processing related mail, email, inventory and liaison to vendors. Some nights and weekends are required. Travel is 10%.

KEY ROLES (Essential Job Responsibilities):

Preparing Chapters for Success

- a. Create an environment that represents the purpose and mission of Delta Phi Epsilon.
- b. Answer calls, process related mail, process email including finance@dphie.org account multiple times a day.
- c. Manage A/R aging reports and related processes.
- d. Provide NDC and EF accounting support to better assist housed chapters with their needs.
- e. Liaise with chapter cash management partner.
- f. Payment plan management.
- g. Manage chapter disaffiliation appeals

Supporting, Engaging and Creating Vision

- a. Ensure financial responsibilities of the department are being fulfilled.
- b. Lead volunteer project teams to accomplish strategic goals in areas assigned.
- c. Expense allocation management.
- d. Manage A/P and related processes.
- e. Support the conferences and conventions teams with general duties as assigned.

Setting the Standard for Sisterhood

- a. Interact with Alumnae at large.



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b. Additional projects related to new programming initiatives, convention planning and other duties to be assigned by the AED.

RELATIONSHIPS:

Internal: Maintains close, daily contact with fellow staff members and Assistant Executive Director Finance & Information Systems to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel. Maintains regular contact with members of the volunteer project teams assigned to discuss issues and provide information and direction.

External: Maintains contact with external groups such as members, volunteers, vendor partners, university staff, advisors and faculty to gauge issues and problem solve.

SKILLS/KNOWLEDGE REQUIRED:

- BA/BS Degree in Accounting or related field
- Experience working with higher education organizations a plus
- Knowledge of Fraternity and Sorority life a plus
- Ability to motivate people
- 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
- Minimum of three years' experience in a similar environment
- Knowledge of Microsoft Office products, especially Excel
- Knowledge of QuickBooks

PHYSICAL REQUIREMENTS:

Must be able to travel and lift up to 10 pounds.

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.



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Signed by: _____
Incumbent Date

Approved by: _____
Executive Director Date