

Alpha Delta Pi

BE THE FIRST

DIRECTOR OF FINANCE/CONTROLLER

DEPARTMENT: Operations

POSITION TITLE: Director of Finance/Controller

GENERAL DESCRIPTION: As a member of the operations team, the Director of Finance/Controller is responsible for managing the finance team. In addition, this position has oversight of the day-to-day accounting operations, as well as month and year end closings. This position works closely with the Senior Director of Operations and Executive Director to create and implement an annual balanced budget. The Director of Finance/Controller oversees chapter accounting needs and works with Senior Director of Operations and volunteers to implement new or expanded opportunities as needed.

Duties Performed

Responsibilities:

Manages the Finance Team

- Directs, supervises, trains, and evaluates the finance team
- Leads goal setting for department and individuals for annual performance reviews
- Leads department meetings as needed
- Reports to the Senior Director of Operations with briefings and recommendations relating to the finance team
- Review and maintenance of all FSD forms and information used by the sorority
- Work with IT on database needs and issues

Financial Accounting

- Reviews all A/P checks (coding and check cutting) and all cash receipts for both sorority and IHC
- Manages the reconciliation of all bank and investment accounts
- Prepares monthly financial statements for both sorority and IHC
- Preparation of the annual budget process for all entities
- Manage loans, bank relationships, credit card accounts, and sorority issued loans/awards to chapters
- Monitors and reviews the bank accounts daily for any fraudulent activity
- Manages signing authority updates for staff and Grand Council on Operating and Investment accounts
- Manage royalties and royalty reporting
- Manage depreciation and amortization information and reporting
- Manage Month-End Close procedures
- Inventory Management – in iMIS, training staff on inventory controls, and vendor relations
- Quarterly KPI Reporting, including 8-week reviews

A/R, Cash Receipts

- Manages the implementation of the event registration payment process and expense coding, and communicates that to all necessary
- Review and approve weekly check deposit before A/R Specialist take it to SunTrust
- Weekly review of all other deposit accounts/methods
- Work with Director of Housing on annual rent increases and renewals as they pertain to A/P & A/R
- Provide A/R coding details for items being offset by an A/P entry

- Prepares outstanding loan balances report for International Officers

Taxes & Audit

- Prepares the working papers for the Sorority and International House Corporation (IHC) annual audits
- Prepares and files the Sorority and IHC tax returns in conjunction with the auditor
- Manages the preparation of the consolidated tax return working papers for chapters
- Coordinates with the A/P Specialist for 1099 preparation
- Work with Invoke Tax Partners to prepare our Property Tax Return

ReMember Dues

- Oversee finance portion of the ReMember Dues Campaign
- Work with Director of Alumnae and Volunteer Engagement on processes to ensure seamless flow of information and data management

Monthly Foundation Billing

- Enters monthly charges for billing into the accounting system and distributes monthly rent bills on the 1st of each month and shared expenses by the 10th of each month

Expectations:

- Perform all supervisory responsibilities including but not limited to conducting team meetings, providing employee feedback and performance reviews for positions within the operations team
- Consistently demonstrate through words, actions, and interactions, alignment with Alpha Delta Pi values and strategic direction, focusing on the success of the Sorority and International House Corporation
- Supervise and perform all procedures relating to finance team and daily office management in an efficient, effective, and professional manner
- Promote the ongoing development of a service relationship with collegiate chapters, local and national volunteers, and all members of the Sorority and International House Corporation
- Demonstrate a positive, problem-solving mindset in the spirit of teamwork and cooperation
- Maintain positive public relations within the Sorority, International House Corporation, Foundation, and service and support vendors
- High degree of professionalism and confidentiality required
- Perform other duties as assigned by the senior director of operations

Suggested Background and Experience

- Bachelor's degree in finance or accounting or a minimum of 5 years' experience
- Three or more years of accounting experience
- Experience with excel spreadsheets, accounting software (proficient in QuickBooks Enterprise preferred), experience working with iMIS software (preferred but not required)
- Experience in integrated database and accounting software
- Strong analytical thinking and interpersonal skills
- Demonstrates strong knowledge in problem resolution and process improvement/development
- Excellent organizational, verbal and written communication skills including presentation skills
- Demonstrated ability to delegate, prioritize and follow through
- Professional, outgoing, customer-service oriented manner
- Management skills and supervisory experience leading diverse staff and volunteers in a highly collaborative environment
- Detail-oriented with big picture vision, and effective work practices under pressure while meeting all applicable deadlines
- Proactive, self-directed, and able to independently solve problems
- Ability to confidentially, professionally, and effectively handle difficult situations with staff

DEGREE OF SUPERVISION: Moderate

FROM: Senior Director of Operations

EXTENT OF SUPERVISION GIVEN: Moderate

TO: Finance Accountant, Chapter Accountant

EMPLOYMENT LOCATION: This position is based at Alpha Delta Pi's Executive Office in Atlanta, GA. Remote employment will not be considered.