

<b>POSITION:</b>	Chapter and House Board Finance Accountant	
<b>RESPONSIBILITIES:</b>	The Chapter and House Board Finance Accountant is responsible for assisting the Director of Finance in providing the highest level of financial support services to chapters, collegiate members, volunteers, vendors, and employees of the chapters and local house corporations.	
<b>CLASSIFICATION:</b>	Nonexempt; full time	
<b>SALARY RANGE:</b>		
<b>DEPARTMENT(S):</b>	Finance Department	
<b>REPORTS TO:</b>	Director of Finance	
<b>SKILLS/QUALIFICATIONS:</b>	<p>A bachelor's degree in accounting, finance, or business is required. Experience in accounting, finance, or financial analytics is preferred. Proven experience in client services and relationship building with internal and external constituencies (e.g., members, volunteers and vendors). Experience with Billhighway, membership databases and other financial accounting systems is preferred.</p> <p>The ideal candidate will have the ability to define problems, collect and analyze data, establish facts and draw valid conclusions, gather and organize information and data, manage projects with multiple variables, determine specific action, and prepare and/or edit financial reports, records, and correspondence.</p> <p>Strong attention to detail, demonstrated oral and written communications skills, ability to set priorities and take initiative, willingness to collaborate with co-workers on projects and urgent situations, and demonstrated flexible and optimistic attitude.</p> <p>Maintain knowledge of Fraternity operations and procedures as well as the Kappa Kappa Gamma Fraternity <i>Bylaws, Standing Rules and Policies</i>. Is able to travel out of town overnight.</p> <p>This position is located at Kappa Kappa Gamma Headquarters in Dublin, Ohio. This position is nonexempt and hourly.</p>	
<b>DUTIES DESCRIPTION</b>		
<b>Percent</b>	<b>Description</b>	
35	Evaluate chapters' financial reports monthly. Evaluate chapters' annual budgets, including comparisons to related to House Board reporting. Analyze chapters' invoices to members and provide guidance on any necessary reclassifications.	
25	Respond to financial questions and concerns from chapter and House Board officers. Partner with chapters and House Boards to identify and act on opportunities for improvement.	

15	Provide financial analysis of annual financial reports and budgets for House Boards, including comparison to related chapter reporting. Analyze annual House Board contracts with chapters and correspondence to House Board budgets and chapters' invoices to members.
10	Follow up with chapter Treasurers on the timely payment of Fraternity dues and fees to House Boards in accordance with the House Board annual contracts.
5	Prepare and update financial resources for House Boards and chapter finances. Lead webinars and annually review all related online resources. Provide suggestions for resource updates to the Director of Finance. Attend conference calls as necessary to facilitate the support of House Boards and chapter finance needs.
5	Collaborate with the Director of Finance, Director of Housing, and Billhighway in the development of programs and offerings for chapter and House Board finances.
5	Other duties as assigned.