

**PURPOSE**

The Chapter Finance Coordinator is responsible for providing the highest level of financial support services and training to chapters, collegians, volunteers and vendors.

**DUTIES**

- Evaluate chapters' monthly and fiscal year-end financial reports and annual budgets.
- Analyze chapters' invoices to members and provide guidance on any necessary reclassifications. Monitor and approve transactions within the Billhighway system.
- Respond to financial questions and concerns from chapter volunteers. Partner with chapters and volunteers to identify and act on opportunities for improvement.
- Follow up with chapter Treasurers/Vice Presidents Finance on the timely payment of Fraternity dues and fees to House Boards in accordance with annual contracts.
- Prepare and update financial resources for chapters. Lead webinars and annually review all related online resources.
- Attend conference calls and collaborate with other departments to facilitate support of chapter finance needs.
- Support diversity, equity and inclusion efforts.
- Perform other duties as assigned.

**REQUIRED SKILLS & ABILITIES**

A bachelor's degree in a related area is required.

Candidates should have proven experience in client services, collaboration, and relationship building with internal staff and external constituencies (e.g., members, volunteers and vendors). A strong aptitude for business, basic accounting or personal finance is also required.

Experience with training or education is preferred, especially the ability to adapt training style to fit the trainees' needs.

It is preferred that candidates have experience with Billhighway, membership databases, and other financial accounting systems.

Candidates should have strong attention to detail, demonstrated oral and written communication skills, the ability to set priorities and take initiative, a willingness to collaborate with co-workers on projects and urgent situations, and a flexible and optimistic attitude.

The ideal candidate will have the ability and desire 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, maintain knowledge of and adhere to Fraternity policies and procedures, and prepare and/or edit financial reports, records, and correspondence.

Kappa Kappa Gamma Headquarters is located in Dublin, Ohio. Local and remote candidates will be considered. The candidate needs to be able to travel out of town overnight on occasion.

This position is nonexempt and hourly.

Kappa Kappa Gamma is committed to building and maintaining a workplace that reflects human diversity and is committed to equal opportunity and eliminating discrimination and harassment