

JOB TITLE: Collegiate Finance Coordinator

ENTITY: Fraternity

DEPARTMENT: Collegiate Experience

REPORTS TO: Collegiate Finance Manager

EFFECTIVE DATE: April 2023

FLSA CLASS: Non-Exempt

JOB LOCATION: Remote/Headquarters ; Indianapolis, IN

JOB SUMMARY

Provides operational support to ensure the alignment of all collegiate chapter finances to Alpha Chi Omega's mission, values and vision.

ESSENTIAL FUNCTIONS AND REQUIREMENTS

| FUNCTION | REQUIREMENTS |
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| Collegiate Finance | <ul style="list-style-type: none"> • Manages the resignation, financial suspension and reinstatement from financial suspension processes • Assists the collegiate finance manager in the creation and facilitation of officer trainings and resources for the vice president finance position • Collaborates with the collegiate finance manager to track chapter operations as it relates to financial stability, and initiates communication with chapters surrounding financial expectations • Oversees the headquarters collections process and related communication to members at risk, chapter leadership and other parties • Coordinates regular training surrounding the financial suspension process and the approval of financial exemptions • Assists the collegiate finance manager with the badge order reconciliation process • Reviews the Billhighway member aging report on a quarterly basis |

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| | <ul style="list-style-type: none"> • Assists with the utilization of Billhighway, including providing training to officers, review of uncoded expenses and follow up with chapters as needed • Follows up with chapters regarding any money owed to the Enterprise • Reviews chapter billing each term to ensure correct amounts are billed by chapters in a timely manner • Responds to billing inquiries from collegiate members, alumnae members and possibly family members |
| Leadership | <ul style="list-style-type: none"> • Leads the collegiate experience department in monthly conversations surrounding retention by reviewing membership change statistics • Promotes a culture of continuous improvement including identification and implementation of best practices • Manages timely and effective communication with supervisor relevant to issues, concerns and decisions that affect the Fraternity • Monitors trends and stays abreast of innovations and developments in industry • Represents Alpha Chi Omega at appropriate industry and trade groups events • Embraces technological innovations and seeks ways to improve performance and productivity |
| Chapter Coaching | <ul style="list-style-type: none"> • Provides coaching and support to chapters as needed • Engages collegians and volunteers to build positive working relationships in order to fulfill chapter goals and objectives |
| Fiscal Responsibility | <ul style="list-style-type: none"> • Applies fiscal responsibility and participates fully in applicable training and experiential opportunities • Ensures cost-effective management of company assets and resources |

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| Other | <ul style="list-style-type: none">• Communicates, through the appropriate channels, any observations of noncompliance with policies or illegal actions that place personnel and the organization at risk• Performs, with care, any control-related activities required as a function of the position• Specific job responsibilities and projects will be assigned and directed by leadership |

CONTACTS

This position has regular contact with all levels of staff, operational volunteers and elected leadership and boards, collegiate and alumnae members, customers, and third-party partners and vendors. This position reports to the collegiate finance manager.

KNOWLEDGE, SKILLS AND ABILITIES

Qualifications Required:

- Two years of progressive, professional experience with operational support of chapters and knowledge of collegiate chapter finance
- Experience working with remote/offsite workforce personnel
- Strong service orientation, outstanding presentation skills, professionalism, confidentiality and discretion
- Excellent organization skills, self-discipline, attention to detail and communication skills
- Works with a sense of urgency, is able to manage multiple initiatives simultaneously in a rapidly changing environment
- Advanced computer skills and proficiency with Microsoft Office products; technical aptitude to learn internal systems and required packages
- Experience working with a customer relationship management system
- Experience with identifying, reviewing and reporting on trends

EDUCATION

Bachelor's degree required

WORKING CONDITIONS

The working conditions and physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

Required 40 hours per week. Office hours are 8:30 a.m. – 5 p.m. Eastern Time, Monday through Friday, with a degree of flexibility available. It may be necessary at times for the employee to work overtime, including occasional evenings or weekends, to complete assigned tasks. Travel on behalf of the organization is not required.

PHYSICAL REQUIREMENTS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit and work on a computer for extended periods of time. The employee will be required to stand, walk, stoop, kneel, lift, carry, pull, grasp and bend over. The employee must be able to lift, carry and move up to 30 pounds as needed.

Strong sensory skills, such as good eyesight, good hearing and dexterity. Must be able to interact with others, both in person and through telephone, email and written correspondence.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.