



Position Title: Specialist-Finance

Position Summary: The duty of Finance Specialist is to be available to assist VP-Finance, Chapter/ Finance Advisors and Alpha Chi Omega National Headquarters to best help them in accountability and devoting time to mentoring chapters on financial responsibility. Will be an integral part of supporting financial software program, Bill Highway, being utilized fraternity wide.

Primary Responsibilities:

1. Assist chapters in creating and maintaining annual budgets and ensuring it is uploaded into Bill Highway, by deadlines set forth by Alpha Chi Omega National Headquarters
2. Assist chapters (as needed) in specified territory(s), evaluate financial strength/weaknesses and make adjustments when necessary, for continued viability.
3. Serve as the first point of contact to assist Chapter Finance Advisors, Chapter VP – Finance and Assistant VP – Finance in managing chapter finances
4. Assist in supporting chapters in the use of Bill Highway
5. Assist chapters (as needed) in educating all chapters members regarding financial responsibility
6. Help Alpha Chi Omega National Headquarters evaluate and assess chapters regarding financial standing.
7. Create and develop tools/presentations/basic “Programs in a Box” to assist chapters (as needed) in presenting financial workshops.
8. Educate Finance Advisors.
9. May require some travel.
10. Must be familiar with the financial sections of The Governing Documents & Policies Manual.

Expectations:

1. Participation in once-a-month team calls.
2. File monthly visit reports, by the 15th of every month.
3. Estimated time to commit is, on average, 10hrs a month, with more time anticipated during annual budget creation and review.

Working Relationships: Reports to Finance Lead Specialist. Works in tandem with Collegiate Experience Staff and directly with collegiate chapter officers and advisors.

Qualifications: An alumna in good standing; belief in Alpha Chi Omega’s values and brand identity; ability to coach and mentor others; ability to think strategically to accomplish above stated outcomes. Interest in working with advisors and collegians; motivational, organizational and leadership ability. Business ability and knowledge of finance/bookkeeping is helpful. Willingness to travel.