

# Finance Specialist

## POSITION DESCRIPTION

### POSITION SUMMARY:

The finance specialist assists VPs finance, finance advisors, chapter advisors and province collegiate chair in optimizing collegiate chapter financial performance. The finance specialist serves as a liaison between chapter officers/advisors and Alpha Chi Omega headquarters staff to ensure chapter financial operations comply with national policies and guides chapters toward best practices. The finance specialist mentors advisors and chapter officers on financial responsibility and accountability as well as how to communicate financial responsibility to the chapter as a whole.

### ESSENTIAL ROLE RESPONSIBILITIES:

- Respond to all communications related to the volunteer role in a timely manner.
- Participate in regularly scheduled (monthly) team meetings and other scheduled volunteer meetings as requested.
- Communicate with assigned chapter officers, advisors and province collegiate chair/new chapter development specialist/chapter advancement specialists at least once per semester.
- Review annual chapter budgets and ensure budgets are uploaded into financial software by deadlines set by Alpha Chi Omega headquarters. As needed, assist chapters with budget revisions.
- Provide support for chapter billing process in accordance with Alpha Chi Omega policies.
- Be/Become familiar with Alpha Chi Omega national finance policies, use of Billhighway financial software, VP finance officer resources, model bylaws and best practices for collegiate financial operations.
- When requested, evaluate financial strengths/weaknesses and suggest improvements and/or provide best practices to improve the chapter's financial position.
- When requested, assist chapters in educating all chapter members regarding financial responsibility.
- Contribute to small group or team-wide projects to create and develop tools/presentations/resources for VPs finance and finance advisors to clarify roles and responsibilities, policies and best practices, and assist officers and advisors in communicating financial information to the chapter as a whole.

## ESTIMATED TIME COMMITMENT:

Less than 5 hours a week

## WORKING AND REPORTING RELATIONSHIPS:

- Volunteer supervisor: lead finance specialist
- Staff liaison: collegiate finance manager
- Managing department(s): collegiate experience and finance
- Volunteer team: collegiate experience volunteers (CEV)
- This position works closely with headquarters staff, including chapter consultants, as well as collegiate chapter finance advisors, VPs finance and province collegiate chairs/ new chapter development specialist/chapter advancement specialists.

## QUALIFICATIONS:

- Alumna in good standing
- Champion for Alpha Chi Omega's values and brand ambassador
- Knowledge of finance/bookkeeping preferred

## ORGANIZATION EXPECTATIONS:

- The volunteer will participate in the annual evaluation process.
- The volunteer will sign her Volunteer Acknowledgements, annually.
- The volunteer will attend Volunteer Summit and other in-person or virtual trainings as requested.
- Occasionally the volunteer may be asked to travel on behalf of Alpha Chi Omega. It is expected that the volunteer adheres to all volunteer travel guidelines.
- The volunteer will be a positive financial steward of the Fraternity's monetary resources.

## ORGANIZATION ENCOURAGEMENTS:

- During the term, the volunteer is encouraged to support the Alpha Chi Omega Foundation with an annual tax-deductible gift of any amount.
- The volunteer is encouraged to attend convention, as she is able.
- The volunteer is encouraged to maintain active membership in an alumnae chapter.