



## DELTA CHI HEADQUARTERS

PO BOX 1817  
IOWA CITY, IA 52244  
PH: 319-337-4811  
www.deltachi.org

### Director of Finance

**Position:** Director of Finance

**Status:** Full-time position

**Reports to:** Executive Director

**Location:** Indianapolis, Indiana

**Travel:** When appropriate

**Starting Date:** July 2019

Guided by the Fraternity's four core values, Friendship, Character, Justice, and Education, Delta Chi strives to ensure that our members have a meaningful fraternity experience that positively contributes to both their lives and the lives of others.

Regardless of title, every position at the Delta Chi International Headquarters serves our members and their chapters/colonies. From the Leadership Consultants to the Executive Director & CEO, we cultivate success through engagement and as professionals who care about our member experience.

#### Position Summary:

Directs the overall financial plans and accounting practices of the Fraternity. Oversees accounting, budget, tax and audit activities of the Fraternity. Oversees financial and accounting system controls and ensures timely financial and statistical reports for management and/or Board of Regents and International Treasurer, "DD". Oversees accounts payable and receivable recordkeeping. Ensures cash receipts, claims, or unpaid invoices are accounted for properly.

This position also manages the preparation, distribution, and reporting process for all payroll. In conjunction with the Executive Director, the Director of Finance directs benefits programs for the organization, including health, dental, life, vision, and retirement. This position will play an active role in organizational development, innovation and Chapter/Colony assistance and education in areas of taxes, financial management and responsible fulfillment of financial obligations to the Fraternity.

#### Position Responsibilities:

- Monitors and controls expense reimbursements for all staff and volunteers
- Oversees all aspects of chapter reporting, revenue, chapter receivables, and supervision of employees.
- Advises Executive Director and Associate Executive Director on technology-based solutions and innovation to current practices and platforms.
- Directs budget cost controls, financial analysis, accounting practices, and reports for all entities of the Fraternity.
- Analyzes and interprets financial data and recommends changes to improve systems and financial performance.
- Manages Set-Aside tracking and reporting.
- Oversees the billing function to ensure invoicing is completed accurately and on time.
- Manages the processing and calculation of billing costs consistent with the Board of Regents and Executive Director requirements and procedure.
- Oversees accounts receivables
- Ensures cash receipts, claims, and unpaid invoices are accounted for properly and produces Chapter and Colony statements or other reports.

- Plans and directs analysis of financial data and provides assessment of existing and proposed financial plans and policies.
- Directs review and verification of records, compliance with standards, policies and procedures.
- Develops audit procedures and systems and oversees audit findings and recommendations.
- Oversees the calculation of wages, overtime, and deductions to ensure compliance with federal and state laws. Ensures government reports are disbursed accurately and in a timely manner. Establishes policies and procedures for the payroll function using the current Paycom platform.
- Reconciles Fraternity investments monthly and annually. Puts into practice recommendations from the Board, Executive Director, and Investment Advisory Committee regarding the makeup of the investments.
- Assists the Executive Director and Associate Executive Director in the execution of their duties.

**Minimum Qualifications:**

- Bachelor's degree required
- Minimum of 3-4 years of relevant work experience in finance / accounting.
- Experience with handling, reporting, and resolving critical and complicated financial reporting and audit matters, including state and federal tax obligations.
- Intermediate proficiency with Microsoft Office Suite - advanced Excel proficiency preferred.
- Able to travel to destinations for meetings, events, and chapter related assistance.
- Willing to work occasional evening and weekend functions as necessary.

**Knowledge, Skills, and Abilities:**

- Exceptional written and oral communication, organizational and delegation skills,
- Attention to detail and customer service orientation
- Must be able to analyze information, problem solve, and organize responses quickly
- Effectively manage planning and delivery of presentations
- Time management and project management skill sets are essential.
- Ability to work independently and as a team
- Strong individual motivation and ability to meet required deadlines

**Preferred Qualifications:**

- Master's degree in accounting/finance. Candidates with professional certifications in finance and accounting will be given preferred consideration.
- Background in fraternity/sorority financial management and/or accounting
- Prior management experience and experience with evaluating and transitioning systems and controls is a plus

**To Apply:**

Please submit a resume, two references, and a cover letter articulating your interest. Include your salary expectations in your cover letter. Applications will be accepted until the position is filled. Applications may be submitted electronically. Anticipated start date: July 2019 or sooner. Please note that the position will be based in Indianapolis, Indiana upon the International Headquarters relocation but will be remote until such time.

**All material must be sent to:**

Jerod Breit  
 Executive Director & CEO  
 HR@deltachi.org  
 319-337-4811