



“D” Position Description

- Have a basic understanding of accounting principals
- Collect all dues and assessments from members
- Organize the chapter/colony's book keeping system
- File the 990 each year (this is mandatory and required by the IRS)
 - You are highly encouraged to use file990.org to streamline this process.
- Be the main contact for ordering supplies from the International Headquarters Office and making other purchases on behalf of the chapter/colony including associate member pins, cornerstones, badges, etc.
- Keep track of receipts from all purchases
- Oversee budget process and work with Executive Officers and chairmen to create the budget
- Keep accurate files of debts owed by individual members
- Pay initiation fees and associate member dues to the International Headquarters Office
 - While payment can be sent via check, you are highly encouraged to use Vault billing on OmegaFi to avoid any approval issues.
- Organize a finance committee to assist with your duties
- Provide a weekly report to the Executive Board on the finances of the chapter/colony
- Provide a monthly financial report to the chapter/colony and ABT
- Reaffirm the chapter/colonies policies on overdue accounts as needed
- Attend ABT meetings
- Provide a budget for each semester/quarter to the ABT for approval
- Prepare and organize transition materials; save all materials to an online cloud prior to transition