

Omega Psi Phi Fraternity, Inc. Job Description

Job Title: Chief Financial Officer
Department: Finance
Reports To: Executive Director
FLSA Status: Exempt
Salary Range: \$45,000 - \$63,000

Summary

Responsible for overseeing financial activities of the fraternity and its affiliates, including preparation of current financial reports as well as summaries and forecasts for future business growth and general economic outlook. Serve as head of the Finance department under the supervision of the Executive Director (ED) with accountability to the Grand Keeper of Finance (GKF). Provide leadership in financial analysis, financial management (accounting, budgeting, control, reporting) and possess the ability to make appropriate, actionable recommendations regarding the current and/or future outlook of the organization.

Essential Duties and Responsibilities

Develop and direct the implementation of strategic financial plans including forecasts for projects, programs, and systems.

Oversee implementation of the operating budget as approved.

Manage banking relationships, including operating funds, investment accounts and restricted accounts.

Provide support to planning initiatives through financial and management information analyses, reports, and recommendations.

Direct the coordination/timely preparation of financial statements, financial reports, special analysis, and information reports; analyze financial statements (and other reports) to pinpoint potential weak and strong areas.

Develop and maintain fiscal policies and procedures manual.

Serve as a liaison with government and other entities on fiscal matters.

Monitor and analyze the fraternity cash flow.

Manage the Accounts Receivable function in order to perform bi-weekly reconciliation of funds received. Brief management and fraternity leadership on reconciliation results and advises on corrective measures to enhance proficiency.

Prepare monthly schedules of receipts and expenditures. Prepare schedule of allocation of expenses, prepare statements of revenues and expenditures and balance sheet.

Manage the payroll process, including the monitoring of leave records preparation of Federal and State tax forms; preparation of unemployment benefits; coordination with health care benefits carrier to ensure most cost-efficient coverage. Coordinate time card and employee time sheets with supervisors prior to submitting records for payment and provide monthly updates.

Assist Grand Keeper of Finance with the preparation of the annual audit. Account for all records and equipment in the Finance department.

FOR MAJOR FRATERNITY CONFERENCES AND CONCLAVES Supervise the conference hotel master room authorized by the Grand Basileus with the Site Selection Chairmen; verify check-ins, eliminate no-shows, verify hotel charges, and ensure hotel related invoices are paid in a timely manner. Supervise off-site conference financial requirements. Set up bank accounts in host cities to ensure funds are deposited daily and are available to support the events. Conducts daily reconciliation with the Fiscal Manager.

OTHER

Supervise the staff healthcare benefits program through the selected healthcare provider. Educate staff on the healthcare benefits program. Ensure appropriate documentations are completed by employees in a timely manner.

Supervise the E-Commerce and Omega Mall program. Prepare correspondence to vendors on office policies in order to eliminate refunds.

Other related duties may be assigned.

Supervisory Responsibilities

Directly supervises 2 employees in the Finance Department. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing employee concerns and handling conflict resolution.

Competencies

Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles.

Customer Service - Respond promptly to questions and concerns from membership regarding financial matters. Meet commitments to the executive staff and employees of the IHQ.

Interpersonal Skills - Ability to effectively manage relationships with the Executive Council members; IHQ staff; and Fraternity membership. Capable of maintaining confidentiality with regard to financial matters.

Oral Communication - Ability to articulate clearly and also respond accurately to questions of a financial matter; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Able to build morale and group commitments to goals and objectives.

Change Management - Communicates changes effectively; Builds commitment and overcomes resistance.

Leadership - Inspires and motivates others to perform well; Accepts feedback from others.

Managing People - Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, products and services.

Quality Management - Looks for ways to improve and promote quality services in the Finance Department.

Business Acumen - Understands business implications of decisions.

Cost Consciousness - Works within approved budget.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Support organization's goals and values.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions.

Dependability - Follows instructions, responds to direction by the Grand Keeper of Finance and the Executive Council.

Computer Skills - Must have competent PC skills and knowledgeable of business software (e.g. - Microsoft Office suite). Knowledge of database and accounting computer application systems to supply the most accurate financial information.

Qualifications

Master's degree in Accounting or Finance. Executive level experience with a non-profit organization preferred.

Application Process: This position is open until filled. Interested applicants should email resume to Tim White, Human Resource Consultant, at: humanresources@oppf.org