

Beta Theta Pi Fraternity & Foundation

Position Description

Title	Coordinator of Accounting and Member Services
Department	Business Operations
Reports to	Chief Financial Officer
Minimum Qualifications	<ul style="list-style-type: none"> • Minimum of a BA or accounting background equivalent • Solid experience with audit activities and reporting, accounts payable and receivable, general ledger, payroll, and accounting for investments • Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board or other outside partners • Demonstrated initiative and the ability to work effectively within time constraints • Demonstrated understanding of membership organizations • Demonstrated knowledge of expense and time reporting processes <p><i>* Conservative business attire is the standard dress code for the office. Both business casual and business professional attire will also be required.</i></p>
Time Allocation	25% Accounts Receivable, 50% Balance Sheet Management, 20% Membership Services, 5% Other
Term of Appointment	At will

Vision, Mission, Values & Priorities of Beta Theta Pi

Vision	Every member will live Beta Theta Pi's values.	
Mission	To develop men of principle for a principled life.	
Core Values	Mutual Assistance	Betas believe that men are mutually obligated to help others in the honorable labors and aspirations of life.
	Intellectual Growth	Betas are devoted to continually cultivating their minds, including high standards of academic achievement.
	Trust	Betas develop absolute faith and confidence in one another by being true to themselves and others.
	Responsible Conduct	Betas choose to act responsibly, weighing the consequences of their actions on themselves and those around them.
	Integrity	Betas preserve their character by doing what is morally right and demanding the same from their brothers
Strategic Priority Areas	Brotherhood, Personal Growth, Home	

Impact Statement

The Coordinator of Accounting and Membership Services is responsible for maintaining the finances and membership as accurately as possible to ensure effective management and execution of Beta Theta Pi's day to day operations.

Overall Job Responsibilities

1. Manage, execute, and ensure billing processes and procedures as defined by policy.
 - Identify and record all cash deposits through accounting and database software.
 - Maintain accounting strings between accounting and membership systems.
 - Make all transfers to correct bank or broker accounts.
 - Complete reports to show the backup documentation of all deposits.
 - Add corresponding entries into accounting software when needed.
 - Print all outside deposit accounts and make all entries.
 - Produce all billing for chapters on a monthly basis.
 - Produce miscellaneous billing throughout the month ex: Shipping, items purchased
 - Any manual membership changes including fees that need to be assessed.
2. Manage, execute, and ensure accurate Accounts Payable entry, reporting and processes.
 - Maintain vendor file, ensure, and maintain accurate payable entry and coding per policies
 - Print and break down all checks.
 - Manage annual 1099 reporting.
 - Sales tax reporting
 - Manage and monitor time and expense reporting processes through Nexonia and their import to accounting software.
 - Create, maintain and manage the import processes.
 - Balance all bank statements with the accounting system each month.
 - Balance all credit card statements with the accounting system and the Nexonia system.
 - Balance all misc., accounts.
 - Assist with the processing of expense allocations.
3. Maintain and perform semi-monthly payroll reporting.
 - Maintain all employees within the payroll system.
 - Calculate all hourly employees' time.
 - Send files to payroll service.
 - Verify and create journal entry for each pay period
4. Manage and uphold membership business processes, procedures, and policies by providing outstanding customer service to internal and external constituents.
 - Manage and troubleshoot chapter roster updates and issues
 - Manage and maintain the badge and shingle order process.
 - Manage the financial side of and ensure all financial aspects of events are performed accurately and timely.
 - Provide timely phone and email support to all constituents in the membership, event, and chapter AR areas.

Competencies

Competency	Definition
Planning	Exhibits skills in advance planning, coordinating logistics; pays close attention to details
Program Development	Demonstrates knowledge in educational, learning & leadership theory and writing curriculum
Facilitation & Presentation	Knowledgeable & skilled in delivering content to and facilitating both large and small group programs
Foster Collaboration	Works in partnership with others to achieve results
Achieve Results	Demonstrates and creates a sense of urgency and commitment for achieving results
Demonstrate Initiative	Ensures execution of work tasks needed to accomplish organizational goals
Uses Sound Decision Making & Judgment	Effectively and critically examines issues and problems and makes judgments in line with organizational values
Change Management	Anticipates and plans for a rapidly changing environment; adapts quickly to change
Innovation & Strategic Thinking	Takes risks and challenges the process; considers the long-term implications of daily work through critical thinking and/or assessment
Manage & Develop Others	Contributes to the personal and professional growth and development of direct reports & other staff members