Gamma Phi Beta
TRUE AND CONSTANT

Finance Supervisor

Supervisor: Finance Team Leader
Department: Chapter Services
Date Created or Revised: January 2025

Purpose
Finance supervisors utilize their experience, leadership and coaching skills to ensure assigned collegiate chapters have the financial support they need to maintain financial wellness. They ensure chapters' financial advisors have the knowledge, skills, relationships and confidence to promote chapter financial success.

Responsibilities
- Assist chapter advisors in appointing, training and mentoring financial advisors in alignment with Gamma Phi Beta's training and resources.
- Supervise collegiate chapter financial activities for assigned chapters. Ensure chapters follow the budget process, timelines and approvals, review chapter financial activity on OmegaFi and analyze chapter financial activity according to financial management standards.
- Collaborate with regional team members and financial advisors to address financial issues that arise concerning chapter budgeting, OmegaFi or chapter financial activity.
- Track the completion and filing of 990 Internal Revenue Service (IRS) tax forms, including uploading a copy to Beta Base.
- Assess financial strengths and challenges, and set and manage financial goals with regionaland finance teams.
- Identify chapters in need of additional support with financial management.
- Collaborate with regional team members annually to schedule and lead chapter finance visits for assigned collegiate chapter(s). Submit a report via Beta Base within 10 days of visit.
- Provide feedback and suggestions to appropriate workforce personnel on resources, programming, project teams and initiatives set forth by the Sorority.

Expectations
- This role is appointed for a two-year term ending on July 31 of odd numbered years. This role is eligible for reappointment for a total of three terms.
- This role requires four to six hours per week on average. Peak times for this role include April and May, during which time volunteers may exceed the estimated time commitment.
- Volunteers in this role will be expected to travel up to five days per year. Travel will include chapter visits and attendance at the REAL Leadership Institute (RLI) in alternating summers.
- Volunteers in this role will be expected to participate in the Belonging, Equity, Diversity and Inclusion (BEDI) Summit. The BEDI Summit is a synchronous, virtual program.

- Meet all expectations as outlined in Gamma Phi Beta's **Appointed Volunteer Expectations Agreement**.

Preferred Competencies and Experiences

- Gamma Phi Beta Knowledge.
- Critical Thinking.
- Mentorship.
- Experience with Gamma Phi Beta's financial policies and procedures.
- Familiary with Gamma Phi Beta's financial management platform, OmegaFi Vault.