

Finance Team Leader

Supervisor: Chapter Services Manager

Department: Chapter Services

Date Created or Revised: April 2019

Purpose

The finance team leader uses her experience, leadership and strategic thinking skills to ensure the finance team and all collegiate chapters have the support and resources they need to meet the Sorority's financial goals. They ensure finance supervisors have the knowledge, skills, relationships and confidence to promote financial wellness at assigned chapters and for the Sorority.

Responsibilities

- Collaborate with the chapter services manager and regional and new chapter team leaders to appoint a finance supervisor for each team.
- Work closely with chapter finance manager and International Headquarters staff to design and deliver a comprehensive finance supervisor training curriculum.
- Enhance job performance and teambuilding for finance supervisors by leading an annual finance team meeting and team calls and communicating pertinent information via email.
- Coach finance supervisors through goal-setting and regular feedback on goal progress, strengths and challenges.
- Execute finance supervisor responsibilities in their absence.
- Provide strategic direction for finance supervisors by implementing specific goals set forth in the Sorority's strategic plan.
- Collaborate with finance supervisors, regional/new chapter team leaders and professional staff to execute chapter financial plans based on Sorority priorities and chapter needs.
- Participate in the transition of new chapters into the regional structure, as necessary.
- Manage finance team operations, adhere to approved budgets, update Sorority working documents and complete reports as requested.
- Encourage regular communication, cooperation and relationships among finance supervisors and with other workforce personnel to address chapter challenges.
- Provide feedback and suggestions to appropriate workforce personnel on resources, programming, project teams and initiatives set forth by the Sorority.

Expectations

- This role requires 15 hours per week, on average, during the academic year.
- Travel: Volunteers in this role will be expected to travel 2-7 days per year.

- Learn and utilize Beta Base (chapter reporting system) and Omegafi (financial 2 management platform) for all chapters.
- Complete all Fidelity volunteer online lessons and other required training.
- Complete training conversations with chapter finance manager within six weeks of appointment.
- Plan and lead annual finance team meeting and regular finance team calls.
- Respond to all communication within 48 hours.
- Pay annual **international alumnae dues** or be a **Life Loyal member**. To check if you are in good standing, login at GammaPhiBeta.org > Member > My Profile. On the first tab, if your paid through date is blank or if the date is in the past, you have not yet paid this fiscal year. If you are Life Loyal, you have paid for life and are in good standing!

Preferred Competencies and Experiences

- Self-awareness of strengths, challenges and motivation for volunteering
- Effective, clear and timely written and verbal communication
- Experience leading a team to meet established goals
- Desire to mentor and coach other alumnae volunteers
- Ability to think critically about issues to propose a solution
- Advanced knowledge of Gamma Phi Beta policies, procedures, resources and financial best practices