

Gamma Phi Beta Sorority, Inc. Job Description



GAMMA PHI BETA

Job Title: Director of Accounting

Reports to: Chief Financial Officer
Revised: December 2018
Division: Finance and Facilities

Status: Full Time
Department: Finance

Summary

This position is primarily responsible for providing leadership and management of the Facilities Management Company's (FMC) financial operations. Reporting directly to the chief financial officer (CFO), the director of accounting will manage accounting functions for FMC facilities and FMC Financial Services, providing information and reporting, primarily financial in nature, about all organization activities that will assist management, leadership and the boards in making educated financial decisions.

Essential Job Functions and Responsibilities

Core duties and responsibilities include the following. Other duties may be assigned.

- Oversee the general accounting function, which includes inter-company accounting, cash management/reconciliation, financial reporting and balance sheet management for the FMC and Financial Services clients.
- Prepare accurate and timely financial management reporting including, but not limited to, internal and external monthly financial statements, monthly cost center and management reports, monthly budget variance analysis and rolling 13-month cash projection for the FMC.
- Direct management responsibility of FMC finance team staff. Ensure staff members meet objectives and responsibilities and provide continued development for these staff members.
- Provide financial analysis tools to evaluate financial operations, initiatives, special projects, programs and capital expenditures as necessary.
- Responsible for implementing and maintaining systems and controls that will ensure the company assets are adequately safeguarded, integrity of data is verified and all financial reporting is prepared in compliance with all financial policies and U.S. GAAP.
- Monitor and analyze existing accounting processes to develop more efficient procedures while maintaining a high level of accuracy.
- Direct month and year-end close processes for FMC.
- Responsible for managing consolidation of FMC facilities and ensuring activity is properly recorded in the accounting system.
- Provide outstanding customer service in responding to internal and external inquiries.
- Respond to executive director and CFO as assigned with accurate and timely work to facilitate financial requests and reports.
- Assist in annual audit and budget preparation.
- Complete state and local filings for the FMC.

Additional Job Functions

- Provide historical accounting information/reports as requested.
- Review compliance with all debt covenants.
- Project ROI reports and other necessary projections.
- Travel to Facilities Management Company meetings and conferences as requested.

- Assist with special projects and research.
- Serve as a key member of the Finance and Facilities division.
 - Provide assistance as needed.
 - Utilize facility staff as support for projects.
 - Participate in meetings with International Council, FMC Board of Managers, leadership team, Finance Committee, division, etc.
- Coordinate with volunteer leaders as needs arise.

Supervisory Responsibilities

Directly supervises employee(s) in the FMC Financial Services department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include hiring and training employees; planning, assigning and directing work; appraising and recognizing performance; performance management; addressing complaints; and resolving problems.

Education and/or Experience

Bachelor's degree in accounting, finance or business required; an advanced degree and/or professional certification(s) are preferred. Five plus years of relevant accounting experience with two to three years at a management or supervisory level; experience with a major nonprofit a plus, as is Public Accounting experience and/or CPA.

Computer Skills

To perform this job successfully, an individual should have knowledge of: Internet software; spreadsheet software (Excel); word processing software (Word); electronic mail software (Outlook); database software (iMIS); and accounting software (Dynamics Great Plains). The ability to quickly learn new software is a plus.

Other Skills, Abilities and Qualifications

- Hands-on experience and knowledge of corporate accounting functions including accounts receivable and accounts payable and activities including monthly closings, production of various accounting and financial reports, budget and expense management, variance analysis and cash flow projections.
- Strong communication, presentation and relationship-building skills.
- Highly effective collaboration skills with the flexibility and the team orientation of a proven leader.
- Project management skills and the ability to effectively manage multiple competing priorities.
- Understanding of construction and property management is a plus
- Knowledge of membership dues systems and operations helpful.
- Understanding of nonprofit accounting and financial reporting a plus.
- Greek membership and/or experience is a plus.

Business Related Contacts

International Headquarters staff, International Council, FMC Board of Managers, Sorority members, Sorority volunteers as well as additional external partners as applicable.

Location

This position is based at Gamma Phi Beta International Headquarters in Centennial, Colorado. Remote employment will not be considered.