



Staff Position Description:  
**FINANCE COORDINATOR**

Inherent in each staff position within Alpha Xi Delta National Housing Corporation is an obligation to commit to the NHC mission: to strive for competitive, safe, properly maintained and financially secure chapter housing.

All staff of Alpha Xi Delta's entities also commit to the Fraternity's vision: Inspiring women to realize their potential. Further, each position includes a responsibility to promote and carry out the Fraternity's mission: To enrich the life of every Alpha Xi Delta.

<b>RESPONSIBLE TO:</b>	Director of Managed Properties and Director of Finance & Operations
<b>DEPARTMENT AND CLASSIFICATION:</b>	The Finance Coordinator is a member of the Housing Team. The position is classified as non-exempt and is a part-time position based at Fraternity Headquarters in Indianapolis, Indiana.
<b>PURPOSES AND BASIC FUNCTIONS:</b>	<p>The Finance Coordinator position requires a detail oriented, organized, team player. Candidates should possess excellent written and verbal skills, as well as attention to detail and excellent organizational skills. The ideal candidate will also be open to assisting with building organizational processes and present a positive and enthusiastic attitude.</p> <p>Main job purposes will include managing accounts payable for the various managed properties, bank reconciliations, monthly financial reporting, and reconciliation of the officer purchasing cards held by the house directors.</p>

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**INTERNAL  
RELATIONSHIPS:**

The Finance Coordinator fosters a sense of team spirit and cooperation among all Fraternity personnel, both staff and volunteer. Every Alpha Xi Delta staff member is integral in fulfilling the Fraternity's vision and mission. It is expected that all staff members work cooperatively and respectfully with each other.

**EXTERNAL  
RELATIONSHIPS:**

The Finance Coordinator represents Alpha Xi Delta courteously and professionally to all.

**DUTIES AND RESPONSIBILITIES**

**General Financial and Bookkeeping**

- Bank reconciliations for the Alpha Xi Delta properties
- Assists with oversight of the officer purchasing card program, including ordering new cards as needed, initiating transfers to the card as needed, maintaining the list of card holders, reconciling the purchasing card activity, and contacting the card company as needed
- Prepares audit workpapers as assigned
- Enters journal entries for the Alpha Xi Delta Housing Fund
- Oversees the transfer of funds to the Vault independent NHC BillPay account for any funds received at Fraternity Headquarters

**Accounts Payable**

- Distributes W-9s, as needed, to housing vendors
- Prepares monthly property financial summaries
- Oversees the management of the invoices entered for payment in Vault in each of the independent NHC BillPay accounts
- Maintains accurate vendor records in Vault for each of the independent NHC BillPay accounts. This includes, but is not limited to, updating AP vendor information as needed.

**Miscellaneous**

- Responds to requests that the Housing Team might receive, whether written, phone or email, and is responsible for customer/member satisfaction
- Participates in all staff meetings/retreats and any team meetings as requested
- Other duties as assigned

**Qualifications:**

The Finance Coordinator position requires a detail oriented, organized, team player as the Housing Team works closely with all other departments within the Fraternity. Candidates will ideally have experience with QuickBooks and other database applications.

January 2018

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