

JOB TITLE: Chief Financial Officer

ORGANIZATION: Fraternity, National Housing Corporation, Foundation, PSP

DEPARTMENT: Finance

REPORTS TO: Chief Executive Officer

EFFECTIVE DATE: October 2024

FLSA CLASS: Exempt

JOB LOCATION: Headquarters; Indianapolis, IN

JOB SUMMARY

The Chief Financial Officer oversees all finance, accounting and reporting functions across the Enterprise while maintaining appropriate internal controls and regulatory compliance. This position reports to the Chief Executive Officer and leads the finance team.

ESSENTIAL FUNCTIONS AND REQUIREMENTS

FUNCTION	REQUIREMENTS
<p>Leadership</p>	<ul style="list-style-type: none"> • Serves as the senior advisor on all strategic and tactical matters as they relate to accounting and finance • Develops and executes short- and long-term goals, plans and budgets based upon the organization’s strategic plan • Manages timely and effective communication with chief executive officer relevant to issues, concerns and decisions that affect the organization • Monitors trends and changes in business, management and the regulatory environment; periodically reviews financial and organizational strategies to ensure AXΩ is responding to changing business conditions • Represents Alpha Chi Omega at appropriate industry and trade groups and events

	<ul style="list-style-type: none"> • Performs other special assignments and responsibilities as assigned
<p>Finance, Treasury, Audit & Tax</p>	<ul style="list-style-type: none"> • Manages forecasting, analysis and cash flow planning process and ensures funds availability • Assesses and evaluates financial performance of the Enterprise with regard to short-term and long-term operational goals, budgets and forecasts • Develops and delivers timely and meaningful reports and analysis to stakeholders; oversees preparation and communication of monthly, quarterly and annual reporting • Oversees the preparation and timely filing of all local, state and federal tax returns • Oversees the annual audit processes for the Enterprise ensuring that audits are completed timely to meet financial statement deadlines • Manages relationship and communication between external auditors and audit committee/Enterprise boards as needed • Remains current on audit best practices as well as state, federal and local laws regarding company operations • Serves as staff liaison to and as a member of the investment committee and audit committee; recruits subject matter experts to serve on these committees; orients new members and fosters a meaningful volunteer experience for these members; works closely with committee chairs to plan and execute committee meetings • Explores new investment opportunities as appropriate; provides recommendations on potential returns and risks • Explores new debt financing options as appropriate; provides recommendations to appropriate board(s); oversees weekly cash management and accounts payable; reviews and approves checks, authorizes wires and ACHs

	<ul style="list-style-type: none"> • Cultivates and maintains outstanding banking relationships and strategic alliances with vendors and business partners • Identifies, develops and executes financial analysis of new housing initiatives as opportunities arise • Assists as requested with collegiate chapter finances including chapter budgetary process, cash management, state and federal tax reporting requirements and overall chapter financial health • Champions risk management process including annual insurance program renewal • Reviews and approves biweekly payroll, evaluating compliance with applicable laws and regulations (ERISA, FLSA, etc.)
<p>Accounting Leadership</p>	<ul style="list-style-type: none"> • Designs, develops, documents and maintains policies, procedures and controls that are in accordance with GAAP, are tax compliant and supportive of the business • Oversees development and implementation of annual budgets for each entity, ensuring that each budget aligns with the strategic goals of Alpha Chi Omega • Establishes and maintains systems for day-to-day accounting and financial operations, ensuring timely and accurate completion of A/R, A/P and billing activities • Oversees timely and accurate month-end, quarter-end and year-end closing processes including cost allocation between entities; provides feedback to leadership team on activity
<p>Talent Management</p>	<ul style="list-style-type: none"> • Owns the annual performance feedback and professional development processes for assigned personnel • Ensures compliance with position descriptions, established policies and objectives of the organization

	<ul style="list-style-type: none"> Plays an active and visible role in the development of staff; ensures development objectives are achieved through identified training, coaching and mentoring
Fiscal Responsibility	<ul style="list-style-type: none"> Champions the cost-effective management of organization assets and resources; develops and manages policies to support the same Develops and manages to an annual department budget; accountable for ensuring results Approves expenditures per level authorized
Other	<ul style="list-style-type: none"> Communicates, through the appropriate channels, any observations of noncompliance with policies or illegal actions that place personnel and the organization at risk Performs, with care, any control-related activities required as a function of the position

CONTACTS

This position has regular contact with all levels of staff, operational volunteers including elected leadership and boards and third-party partners and vendors. This position leads a finance team of five direct reports and reports to the chief executive officer.

KNOWLEDGE, SKILLS AND ABILITIES

Qualifications Required:

- Minimum of 10 years of progressive professional experience in accounting and finance
- Non-profit industry experience is strongly desired; experience working with 501(c)(7) and 501(c)(3) nonprofits is preferred
- Experience in commercial banking and/or property management preferred
- Strong service orientation, outstanding presentation skills, professionalism, confidentiality and discretion
- Excellent analytical skills, attention to detail and communication skills
- Works with a sense of urgency; manages multiple initiatives simultaneously in a rapidly changing environment

- Advanced computer skills and proficiency with Microsoft Office products, especially Excel; technical aptitude to learn internal database and software packages

EDUCATION

Bachelor's degree required with major field of study in accounting, finance or business administration. Certified Public Accountant (CPA) designation is preferred.

WORKING CONDITIONS

The working conditions and physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required 40 hours per week. Office hours are 8:30 a.m. – 5 p.m. Eastern Time, Monday through Friday, with a degree of flexibility available. This position requires occasional weekend and evening work. Additional work hours will be necessary to complete assigned tasks. The employee may be required to travel occasionally on behalf of the organization and travel may require nights and weekend work, as well.

PHYSICAL REQUIREMENTS

While performing the duties of this position the employee is regularly required to sit and work on a computer for extended periods of time. The employee will be required to stand, walk, stoop, kneel, lift, carry, pull, grasp, and bend over. The employee must be able to lift, carry and move up to thirty pounds as needed.

Strong sensory skills, such as good eyesight, good hearing and dexterity. Must be able to interact with others, both in person and through telephone, email and written correspondence.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.