

Chi Omega Foundation is seeking qualified applicants for the part-time position of **Foundation Financial Assistant**. Foundation Financial Assistant would work 24 – 30 hours per week, Monday – Friday.

The Chi Omega Foundation was established in 1982 as a qualified tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code and is the vehicle through which alumnae and friends of Chi Omega Fraternity provide tax-deductible charitable support of the Fraternity's educational and leadership training programs for all members. The Foundation lends a helping hand to sisters of all ages with support of scholarships, grants and educational opportunities.

The **Foundation Financial Assistant** is responsible for:

- the accurate, timely, and appropriate recording, journal entries, coding, and allocation of Foundation monies
- assuring the accuracy of statements through reconciliation of all accounts, ledgers, bank statements, Funds, etc.
- performing pre-audit work such as, developing spreadsheets, preparing annual statements and schedules, preparing and tracking deposit and revenue generating activities, etc.
- may be asked to assist with additional projects as directed by the Foundation's Director of Development Operations or Executive Vice President

Prior Experience/Skills:

- 3-5 years of bookkeeping/accounting experience in a professional environment
- highly accurate typing skills; excellent analytical, communication, and interpersonal skills
- must possess the ability to multi task with a high attention to detail
- demonstrated skill of spreadsheet and database management software
- works well as a self-starter, in a team environment, and in pressure situations
- Chi Omega membership is preferred

This position is located at the Chi Omega Executive Headquarters in Memphis, Tennessee. This position is non-exempt; hourly rate is commensurate with experience and qualifications. Applications accepted until the position is filled.

Founded in 1895 at the University of Arkansas, Chi Omega is the largest women's fraternal organization in the world with over 340,000 initiates from 179 collegiate chapters. Throughout Chi Omega's long and proud history, six purposes have guided the direction of every chapter and brought its members unequalled opportunities for personal growth and development. Those purposes are friendship, personal integrity, service to others, academic excellence and intellectual pursuits, community and campus involvement and personal and career development.

Qualified and interested applicants should send a resume and cover letter, including hourly rate requirements and references to:

Missy Esnard
Director of Finance
Chi Omega Foundation
3395 Players Club Parkway
Memphis, TN 38125
Fax: 901/748-8655
Email: FoundationJobs@ChiOmega.com

