

ANNOUNCING AN EXCITING CAREER OPPORTUNITY AVAILABLE WITH CHI OMEGA!

Manager of Accounting & Operations.

This position is a senior management position reporting directly to the Executive Director and will be responsible for ensuring a healthy and strategic financial position for Chi Omega Fraternity and related entities, as appropriate. The Manager of Accounting & Operations also serves as the human resources director, providing a professional and quality workplace for employees compliant with all labor laws and regulations.

The Manager of Accounting & Operations is responsible for:

- Regular analysis, reporting and projection of financial position and revenue and expense trends for all Chi Omega entities and the industry directly to the Executive Director and the board of directors with minimal direction and maximum initiative.
- Maintaining the highest level of customer service, both internally and externally, with a prompt response time (e.g., staff, chapters, house corporations, all volunteers, and the Chi Omega board of directors).
- Overseeing all Fraternity (and related entities, as appropriate) day to day financial accounting, cash management, payables and receivables, budget management, loan distribution/re-payments, documentation of inter-company transfers, unrelated business income set-aside accounting and month end close. Production of month-end financial reports as required.
- Preparing necessary documentation throughout the year to be in continual compliance with IRS and state requirements.
- Serving as the co-signor on various bank accounts, investment accounts, lines of credit.
- Strategizing on a regular basis with legal and accounting professionals for the optimum structure and position of property and other assets, making proactive recommendations to the Executive Director and board of directors.
- Supervision and development of financial, housing resources, and administrative department employees (3 direct reports with 3-4 additional department members).
- Administering Chi Omega's human resources policies and procedures, including:
 - Supervision of the administration and delivery of payroll and all other employee benefits to over 55 employees.
 - Assisting with decisions regarding personnel actions.
 - Executing onboarding procedures including reference checks, background checks, drug testing, orientations on benefits, office policies and procedures. Administering and monitoring employee timesheets and expense reports.
- Performing special requests from the Governing Council and Executive Director.
- Serving as the director of headquarters operational services in charge of evaluating the service needs of the Fraternity (and related entities, as appropriate) and developing/maintaining relationships with key partners and vendors: chapter financial management systems, internet providers, payroll and benefit providers, shipping services, copy services, national jewelry partner, licensing consultants, travel agents, auditors, attorneys and national insurance providers/brokers.

- Educating our HQ employees and volunteers on the budgeting process, working with our financial software and financial tips and pointers.
- Maintaining appropriate documentation, personnel and accounting files. Assure software and hardware, as well as operational skills, are updated to perform accurate and timely functions.
- Acting as liaison to special teams or committees, if necessary.

This position requires:

- Undergraduate or graduate degree in management, business, accounting or finance.
- At least 3 years of experience in business, accounting, banking, or financial management.
- Demonstrated experience with strategic planning, revenue development, problem solving, and project management.
- Experience managing employees.
- Experience working with or in a volunteer organization is a plus.
- Excellent written and oral communication skills.
- Excellent interpersonal skills with high level of flexibility.
- Ability to travel.
- Excellent computer skills, including experience with Microsoft products, membership databases, and financial or accounting software.
- Membership in Chi Omega is preferred, but NOT required. This is a full-time position located at the Chi Omega Executive Headquarters in Memphis, Tennessee. Relocation benefits are available. This position is exempt; salary will be commensurate with experience and qualifications. Applications will be accepted immediately.

Founded in 1895, Chi Omega Fraternity is the largest women's fraternal organization in the world with over 365,000 initiated Sisters and 181 collegiate chapters. Chi Omegas bring the Fraternity's founding purposes to life, one woman at a time, through friendship, personal integrity, service to others, academic excellence and intellectual pursuits, community and campus involvement, and personal and career development. Chi Omega's shared values inspire Sisters to serve the world for a lifetime. Learn more at chiomega.com.

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

Leslie Herington
 Executive Director
 Chi Omega Fraternity
 3395 Players Club Parkway
 Memphis, TN 38125
 Email: lherington@chiomega.com