



ANNOUNCING AN EXCITING CAREER OPPORTUNITY AVAILABLE WITH THE CHI OMEGA FOUNDATION!

The Chi Omega Foundation is seeking qualified applicants for the part-time position of Director of Finance.

The Director of Finance reports to the Executive Vice President and is responsible for overseeing the accurate, efficient, and effective operations of Foundation financials.

The Director of Finance is responsible for:

- Accurate and timely accounting, reporting, cash management, budget management, and cost-efficient management of the Foundation.
- Reviewing and managing all Foundation payables and receivables.
- Ensuring excellent customer service delivered by the financial department to internal and external customers (e.g. staff, donors, all volunteers, and Foundation Trustees).
- Supervising the Foundation Financial Assistant position.

In order to complete the above, the Director of Finance will work in close coordination with the Foundation staff, Fraternity Chief Financial Officer (CFO), volunteers and professional partners.

Additional Specific Duties:

- Administering the daily business, financial operations, and annual audit of the Foundation.
- Overseeing and coordinating the financial reporting.
- Ensuring accuracy of all receipts and disbursements.
- Monitoring cash flow requirements and investments.
- Reviewing general ledger for accuracy of reporting.
- Preparing and reporting on appropriate financial activities on a regular basis.
- Assisting in annual budget preparation. Overseeing, educating, and supporting Foundation staff in the preparation and monthly monitoring of the annual budget.
- Maintaining appropriate documentation and accounting files. Assuring software and hardware, as well as operational skills, are updated to perform accurate and timely functions.

CHI OMEGA FOUNDATION

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- Overseeing inter-company transfers and documentation of payables and receivables.
- Preparing necessary documentation throughout the year to be in continual compliance with IRS and State requirements.

This position requires:

- Undergraduate or graduate Degree in management, business, or accounting.
- At least 3 years' experience in business, accounting, banking or financial management.
- Excellent verbal and written communication skills.
- Proven abilities in situational analysis, problem solving, and action planning.
- Excellent computer skills, including experience with Microsoft products, and financial or accounting software.
- Experience working with a volunteer or non-profit organization is a plus.

This is a part-time position located at Chi Omega Executive Headquarters in Memphis, Tennessee. The position is non-exempt; salary is commensurate with experience and qualifications. Applications will be accepted immediately until the position is filled.

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, and maintaining the Executive Headquarters.

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

**Sally Stephens Kimball
Executive Vice President**

Chi Omega Foundation
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Email: foundationjobs@chiomega.com