



**Position Title:** Vice President of Finance

**Team:** Executive Committee

**Reports to:** National President

**General Summary:** The Vice President of Finance (VPF) is an integral part of the executive committee of the National Board of Directors. The VPF ensures that the Sorority's finances are managed appropriately and effectively, making sure that the finances are in check and budget projections are aligned with the Sorority's current and future financial strategies.

**Principle Duties, Responsibilities, and Other Job-Related Information:**

- Bookkeeping
  - Administration of the national budget, collect and record all financial transactions via QuickBooks for accounts receivable/payables and prepare financial reports;
- Accounting
  - Analyze, interpret, classify, strategize, forecast, and summarize financial data;
- Payroll
  - Collect timekeeping information, review employee deductions, approve timesheets, review/approve payroll, issue pay and pay-related information to employees; report tax information to appropriate State and Federal entities.
- Auditing
  - Ensure all national financial records are accurate and taxes are paid properly and on time, assess financial operations, conduct random chapter audits, communicate with accountants and IRS regarding tax filings, and work to help ensure that the organization runs efficiently.

**Position Requirements (Minimum Knowledge, Skills, and Abilities Required):**

- Must have served on NBOD for a minimum of 2 years OR have at least 5 years of leadership experience (sorority or professional, can be combined)

# GAMMA PHI OMEGA<sup>®</sup>

INTERNATIONAL SORORITY, INC. ~ EST. 1991  
National Board of Directors

*Unity and Sisterhood, Now and Forever, One and Inseparable*



## **VPF Oversees:**

- Assistant Finance Director

## **Position Benefits:**

- At the conclusion of service, the successful applicant may solicit a Letter of Recommendation or Reference from the National President for use in professional career advancement
- Development and refinement of key transferable skills such as critical thinking, time management, and cross-collaborations

## **Sorority Incentives:**

All NBOD will be required to pay alumnae dues by June 15th and will be entitled to a 100% reimbursement at the close of the fiscal year (May 31st) upon meeting the following expectations:

- Attendance at 75% of NBOD meetings in person or virtual
- 100% monthly reporting
- Maintain and return any sorority-issued equipment
- Agree to the following:
  - NBOD Expectations, Responsibilities, and Duties
  - NBOD Code of Ethics Contract
  - Non-Disclosure Agreement