



Staff Position Description:
Finance and Operations Coordinator

Inherent in each staff position within Alpha Xi Delta Fraternity is an obligation to commit to the Fraternity's vision: Inspiring women to realize their potential. Further, each position includes a responsibility to promote and carry out the Fraternity's mission: To enrich the life of every Alpha Xi Delta.

RESPONSIBLE TO: Associate Director of Finance and Operations

DEPARTMENT AND CLASSIFICATION: The Finance and Operations Coordinator is a member of the Finance and Operations Department.

This position is classified as non-exempt and is a full-time position based in central Indiana.

PURPOSES AND BASIC FUNCTIONS:

- The Finance and Operations Coordinator position requires a detail- oriented, organized, team player as our operations work supports the administrative needs of other departments. Candidates should possess excellent verbal and written communication skills, as well as attention to detail and good organizational skills. The ideal candidate will excel in customer service and be open to assisting with organizational processes and present a positive, enthusiastic attitude.
- Main job purposes will include finance support for the Fraternity, managing the phone and mail systems, assisting with database management and upkeep, administering office and supply processes, providing clerical support, and serving as the coordinator of administrative tasks and office functions for other departments as needed.

INTERNAL RELATIONSHIPS: The person in this role fosters a sense of team spirit and cooperation among all Fraternity personnel, both staff and volunteer. Every Alpha Xi Delta staff member is integral in fulfilling the Fraternity's vision and

mission. Although a position may require collaboration more with one staff member than with another, all staff members work cooperatively and respectfully with each other.

EXTERNAL RELATIONSHIPS: Represents Alpha Xi Delta courteously and professionally to all who contact the National Fraternity.

Works with outside vendors as directed related to operation of the organization.

DUTIES AND RESPONSIBILITIES

Phone, Mail and Other Communications Systems

- Manages phone system and answers phone calls for all Alpha Xi Delta entities, transferring calls to appropriate staff members as needed.
- Manages mobile phone program including adding and cancelling lines as needed and reviewing upgrade opportunities as they become available.
- Processes, prepares, and executes all incoming and outgoing mail and shipping for the Fraternity.
- Manages general email inbox for the Fraternity and distributes incoming messages to the appropriate people.
- Maintains the Global Address Book and all Microsoft Office 365 distribution lists.

Database Management

- Regularly updates the membership database, Compass. This includes contact info updates and managing work queues.
- Maintains documents that support reporting and member information by scanning in pertinent items and uploading them to the Compass membership database.
- Assists with other database management as needed by other departments.
- Creates and maintains 'database dictionary' to include definitions of each field in Compass, what is tracked in the field, when it is updated and by whom.

Finance Support

- Monitors check forms inventory and reorders as needed.
- Maintains accounts payable files.
- Prepares various expense schedules as requested.

- Oversees Fraternity W-9 form collection and maintains W-9 files for 1099 year-end preparation.
- Processes all chapter billing via Compass Billing.
- Assists annually in preparation of select audit work papers, schedules, and narratives.
- Manages the corporate credit card program and vendor relationship, including ordering and canceling cards, maintaining the list of card holders, offering support to cardholders, and communication with vendor.

Administrative Support

- Performs basic administration tasks that include copying, scanning, and filing.
- Produces correspondence as requested to vendors, members, and volunteers.
- Maintains updated SOPs for organizational processes and procedures.
- Maintains record of archival items and jewelry that is returned to the Fraternity.
- Maintains BetXi Bear's (Alpha Xi Delta's mascot) social calendar and requirements.
- Assists with tracking of chapter reporting.
- Keeps hotel and credit reference sheets updated.
- Assists with preparation of direct-bill applications and applications for new credit.
- Updates and distributes sales tax-exempt forms as needed.
- Maintains documentation of signed policies and procedures from staff and volunteers.
- Works with IT vendor to manage Microsoft Office 365 subscriptions.
- Maintains needed supplies and manages organization of all components of storage, orders, and distribution, including sourcing new suppliers when needed.
- Manages Herff Jones, Alpha Xi Delta's official jeweler, administrative work.
- Completes other duties as assigned.