

## **Sigma Phi Epsilon**

Position title: Accountant

Reports to: Finance Director

### **Position Description:**

Individual is responsible for providing accounting services, financial management, and reporting in accordance with Generally Accepted Accounting Principles (GAAP).

### **Key tasks & responsibilities:**

- Communicate effectively and professionally with vendors, customers and stakeholders
- Invoice, credit and refund Chapters using Salesforce
- Validate, export and import Salesforce AR and cash receipt data into the general ledger software. Reconcile exports to AR and credit reports.
- Reconcile membership with membership coordinator's records
- Coordinate AR statement reporting and invoice timing
- Receive payments, reconcile to batches and create deposits.
- Perform account, schedule, and bank reconciliations
- Prepare deferred revenue schedules, record journal entries, and reconcile revenue and deferred accounts
- Record Investment account and Pooled Investment Fund transactions monthly to the general ledger
- Process deposits and withdrawals and allocate earnings for Investment Portfolio
- Maintain and update reports and spreadsheets
- Review activity in accounts; research discrepancies and reconcile accounts; preparing posts to general ledger; making proper corrections as needed
- Review and reconcile intercompany transactions
- Record and reconcile Self Insurance Reserve transactions.
- Monitor transactions for compliance with internal controls and policies and procedures.
- Other duties as assigned.

### **Qualifications:**

- Bachelor's degree in accounting or higher
- At least 3 years in an accounting role
- Knowledge of Accrual accounting

- Proficiency in Microsoft Excel: vlookup, pivot tables required
- Experience working in a multi-company environment
- Fund / non-profit experience preferred
- Understanding of Cost of Goods sold and inventory desirable
- Able to adapt to changing business conditions
- Strong attention to detail and high level of accuracy
- Excellent analytical, customer service and organizational skills
- Works well with high degree of autonomy
- Experience working in Financial Edge is desirable
- Salesforce Experience desirable
- Must be able to pass a background and credit check

**About Sigma Phi Epsilon:**

Headquartered in Richmond, VA, Sigma Phi Epsilon (SigEp) is an American college fraternity with more than 14,000 undergraduates on 200+ campuses across the United States. Established in 1901, its mission is “Building Balanced Men,” which is achieved through a continuous member development program focused on academic achievement, healthy lifestyle choices and leadership development.

SigEp is committed to providing equal opportunity in all of our employment practices to all qualified applicants and employees without regard to age, race, color, sex, sexual orientation, religion, national origin, disability, or any other category protected by federal and state law.

**How to Apply:**

To apply for this position, submit a cover letter and resume to [careers@sigep.net](mailto:careers@sigep.net).