



## **Accountant**

**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**

1. Update G/L for investment account and Pooled Investment Fund transactions monthly
2. Invoice chapters
3. Maintain and update reports and spreadsheets
4. Reconcile membership with membership coordinator's records
5. Review activity in accounts; research discrepancies and reconcile accounts; prepare posts to general ledger; make proper corrections as needed
6. Process deposits and withdrawals, and allocate earnings for investment portfolio
7. Process purchasing card payment transactions
8. Monitor transactions for compliance with internal controls and policies and procedures
9. Prepare and distribute reports
10. 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
- Experience working in a multi-company environment
- Fund/non-profit experience preferred
- Ability 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 desirable
- Salesforce experience desirable

### **About Sigma Phi Epsilon**

Headquartered in Richmond, Virginia, 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 [jobs@sigep.net](mailto:jobs@sigep.net).