



Senior Fraternity Accountant

Reports to: Finance Director

Position Summary

We are looking for an experienced Senior Accountant to join our Finance Team. The Senior Accountant will oversee general accounting operations for Sigma Phi Epsilon Fraternity and the LEAD Fund.

Senior Accountant responsibilities include reconciling account balances and bank statements, maintaining general ledger and preparing month-end close procedures following Generally Accepted Accounting Principles (GAAP). A successful Senior Accountant combines excellent analytical skills with a thorough knowledge of accounting principles to analyze financial reports and forecasts. The ideal candidate has also experience communicating, collaborating and/or managing a team.

Senior Accountant duties also include ensuring accuracy and effectiveness in all of our accounting tasks. Duties also include collaborating with other team members on programming to ensure program budgets are correctly built and followed and communicating promptly and effectively with internal and external stakeholders.

Key tasks and responsibilities:

- Prepare monthly cash flows and projections and report information on a timely basis
- Manage a collaborative annual budgeting process and report on budget to actuals monthly.
- Provide timely and accurate financial consolidated statements with narratives capable of directing sound business decisions.
- Process Payroll for all entities.
- Accounting, bookkeeping and document management for the Fraternity and LEAD Fund.
 - Supervise accounts receivable and accounts payable
 - Update GL for investment accounts
 - Prepare schedules for auditors as requested
- Manage and develop Fraternity accounting staff.
- Perform system administrator responsibilities (as primary or back-up) for financial systems.

Skills and attributes:

- Understanding of Generally Accepted Accounting Principles (GAAP)
- Proficient in Microsoft Office software, specifically Word and Excel
- Strong attention to detail
- Exceptional written and oral communication skills
- Experience in Blackbaud, Google Suite, and SalesForce preferred

Experience requirement:

- Bachelor's Degree in Accounting
- At least 3-5 years accounting experience

Sigma Phi Epsilon Fraternity

Sigma Phi Epsilon (SigEp) was founded on November 1, 1901 at Richmond College, now the University of Richmond, in Richmond, Virginia. Since then, SigEp has grown to become one of the largest fraternities in the country.

Each year approximately 11,000 SigEp undergraduates on nearly 200 college campuses across the country join together in brotherhood to redefine the fraternity experience. They are among the more than 345,000 lifetime brothers who have joined since 1901.

Headquartered in Richmond, the fraternity staff is committed to running the day-to-day business operations of the fraternity while supporting our undergraduate members, alumni and volunteers.

Staff Core Values

- Put people first
- Lead with courage
- Focus on future
- Seek to improve
- Win as a team