

# *Delta Sigma Theta Sorority, Incorporated*

*A Service Sorority Founded in 1913*

## **VACANCY ANNOUNCEMENT**

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<b>TITLE:</b>	Director of Finance	<b>OPENING DATE:</b>	September 28, 2018
<b>DEPARTMENT:</b>	Executive Office	<b>CLOSING DATE:</b>	Open until filled
<b>WORKSITE:</b>	1707 New Hampshire Av., N.W Washington, DC 20009	<b>NO. OF VACANCIES:</b>	One (1)
<b>HOURS:</b>	Full-time, 40 hrs/wk	<b>FLSA CLASSIFICATION:</b>	Exempt
<b>SALARY:</b>	Commensurate with experience, plus benefits	<b>REPORTS TO:</b>	Executive Director

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### **JOB SUMMARY:**

The Director of Finance will provide leadership for policy matters relating to all business and financial aspects of activities of Delta Sigma Theta Sorority, Inc. This includes budgets, investments, physical plant, real estate, legal affairs, and all revenue producing activities. This position will serve as financial advisor to the National President & CEO and the Executive Director.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manages and directs subordinates, supervisors and coordinators in the department who are responsible for the daily operations. This includes all cash receipts, cash disbursements, payroll, general ledger, maintenance, tax filing, year-end audit and preparation of financial statements.
- Monitors and reports all financial activities periodically and upon requests made through the Executive Director.
- Participates in establishing the organization's fiscal policies and procedures.
- Assists the Fiscal Officers in establishing and implementing financial management and control systems. Makes recommendations concerning fiscal organization efficiency, management procedures and methods.
- Provides direct supervision for the Coordinator of Finance and other Finance staff in the absence of the Coordinator.
- Reviews classification for all revenue and expenses to ensure accuracy in recording.
- Responsible for developing policies and procedures to ensure all payments are made to service providers in a timely manner.
- Reviews check request forms with supporting documentation for accuracy and proper classification.
- Assists the National Finance Committee in development of the annual operating budget, budgets for Regional Conferences, National Conventions, and other special projects as required.
- Provides all records, statements, documentation, procedures and policies as required by an independent CPA firm conducting financial audits.
- Coordinates the activities of the annual independent audit by a CPA firm.
- Assists the National Treasurer with monitoring the organization's investments and makes recommendations on investment opportunities.
- Assists the corporate officers in developing fiscal policy directives for distribution to chapters.
- Responsible for liaison and staff support to the National Finance Committee and the Internal Audit Committee.

- Monitors the budgetary activities of the organization through the direct control over funds allocated to each cost center, Regional Conferences, National Conventions, as well as special projects.
- Submits to the National Executive Board periodic reports on the financial status of their respective cost centers and ensures proper reconciliation.

**ADDITIONAL RESPONSIBILITIES:**

- Attends Regional Conferences and National Conventions, when requested.
- Manages all onsite finance activities at Regional Conferences and National Conventions.
- Attends National Executive Board meetings and other National Committee meetings as liaison and staff support, as deemed necessary.

**EDUCATION:**

- Graduate of a four-year college/university with a degree in Accounting, Business Administration, Management or a related field

**PREFERRED QUALIFICATIONS:**

- MBA in Finance
- Certified Public Accountant

**REQUIRED QUALIFICATIONS:**

- A minimum of 5 years of successful professional managerial experience as a Comptroller Chief Financial Officer
- Knowledge of financial system automation and integration
- Membership in Delta Sigma Theta Sorority, Incorporated is required for this position
- .Knowledge of Delta Sigma Theta's programs, policies, and procedures
- Proficient in Microsoft Office software
- Proficient in accounting software (ACCPAC) and information management software (iMIS)
- Very good troubleshooting skills
- Excellent interpersonal and communication skills
- Excellent organizational and project management skills
- Delta Sigma Theta Sorority, Inc. is committed to providing reasonable accommodations for qualified individuals with disabilities.

*This position is located at the National Headquarters of Delta Sigma Theta Sorority, Inc., 1707 New Hampshire Avenue, N.W. Washington, DC*

To apply for this position, indicate the title of the position and submit a current resume that reflects that you possess the required qualifications as described in this vacancy announcement, along with a cover letter that states specifically your salary requirements to:

***Delta Sigma Theta Sorority, Inc.***  
**1707 New Hampshire Avenue, N.W.**  
**Washington, DC 20009**  
**Attn: HR Manager**  
**Or email: [hrmanager@deltasigmatheta.org](mailto:hrmanager@deltasigmatheta.org)**