VACANCY ANNOUNCEMENT

TITLE: Revenue Specialist

FLSA CLASSIFICATION: Exempt

DEPARTMENT: Finance and Accounting

TOUR OF DUTY: Full-Time, 40 Hour/Week

WORKSITE: 1707 New Hampshire Ave., N.W. Washington, DC 20009

REPORTS TO: Manager, Financial Planning & Analysis

SALARY: Commensurate with Experience Plus Benefits

POSITION PURPOSE AND SUMMARY
The Revenue Specialist’s duties include ensuring the accuracy and efficiency of operations by processing and monitoring incoming payments and securing revenue by verifying and posting receipts.

SPECIFIC DUTIES AND RESPONSIBILITIES
• Monitors and records all incoming payments in compliance with financial policies and procedures
• Processes revenues by type
• Maintains contact with all Sorority Chapters
• Responds to finance-related Chapter questions
• Maintains and updates Chapter, vendor, internal staff and other stakeholder files, including name or address files or mailing attention
• Reconciles account-receivable accounts monthly
• Performs other related duties as assigned

MINIMUM QUALIFICATIONS, KNOWLEDGE, ABILITIES, AND SKILLS
• High school diploma or equivalent required; Associate’s or Bachelor’s degree in Accounting preferred
• 2 years of experience in accounting or finance functions
• Excellent verbal and written communication skills
• Proficient in Microsoft Office Suite as well as other accounting software programs
• Ability to diagnose and resolve problems in his/her area of responsibility
• Ability to work independently in a fast-paced environment
• Ability to anticipate work needs and interact professionally with Chapters, vendors, internal staff and other stakeholders
• Excellent organizational skills and attention to detail

Before applying, please visit our website, www.deltasigmatheta.org, to familiarize yourself with who we are and our mission.

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

Mail to – Delta Sigma Theta Sorority, Inc.
1707 New Hampshire Avenue N.W.
Washington, DC 20009
Attn: Human Resources Director

Or email – hrmanager@deltasigmatheta.org