



PI KAPPA PHI

ACCOUNTING CLERK - ACCOUNTS PAYABLE DETAILED POSITION SUMMARY

ROLE OF THE ACCOUNTING CLERK

Pi Kappa Phi Fraternity is a values-based membership development organization that focuses on building brotherhood through character enhancement, leadership development, academic achievement, commitment to service, lifelong friendship, and social experiences.

The Accounting Clerk is primarily responsible for maintaining the business transactions of the greater fraternity and applying Generally Accepted Accounting Principles (GAAP) to their work, others' work, and financial records through review. The Accounting Clerk is a member of the accounting team.

The Accounting Clerk is directly supervised by the Chief Operating Officer (COO) and has substantial responsibility for collaboration and communication within other areas the greater fraternity, including the Senior Accountant staff, budget managers, and officers of the company.

REQUIRED QUALIFICATIONS

- Associates or Bachelor's Degree in Accounting
- 3 -5 Years of experience
- Critical thinking, planning, organizing, administrative, and leadership skills
- Ability to work independently and in a highly collaborative team environment while maintaining confidential information
- Working knowledge of basic accounting functions
- Strong proficiency with the Microsoft Office suite of products (Outlook, Word, and Excel)
- Experience managing different size projects while adhering to critical deadlines
- Capacity to promote and maintain good constituent relationships by troubleshooting, researching, or handling questions and concerns with speed and professionalism
- Excellent interpersonal skills (both verbal and written) with demonstrated effectiveness in interacting with individuals of various social, cultural, economic, and educational backgrounds

PREFERRED QUALIFICATIONS

- Non-profit experience
- Experience with Sage100 and Rent Manager
- Professional experience or equivalent in accounting role, or similar
- Experience in a customer service position or role
- Exhibit an adaptable and flexible comportment during high work-load times and/or when approaching deadlines

Exceptional leaders. Uncommon opportunities.

BENEFITS

The Accounting Clerk will receive a salary commensurate with experience. Additionally, Pi Kappa Phi Fraternity offers a competitive benefits package, including: group health, dental, and disability coverage; annual flexible spending plan; 401(k) plan availability; and paid time off and holiday leave.

RESPONSIBILITIES

Accounting, & Finance

- Process all invoices for payment and issue checks for signature or process ACH payments
- Deposit all checks into the appropriate bank account using remote deposit capture
- Process all employee reimbursements including cell phone stipends
- Prepare and maintain employee Inter Office Accounts (IOA)
- Reconcile all company American Express, Pinnacle Financial Bank, Bank of America and Travel Perk receipts to monthly billing
- Process inter-company shared service billing timely
- Support Senior Accountants with month-end close procedures
- Interface with c-level executives, create reports and presentations accordingly
- Other financial reporting as needed and requested

General Operations

- Serve on various staff teams as necessary
- Other duties as assigned

How to Apply

If you are interested in the position, please contact or submit a cover letter (including salary requirements), resume, and three to five professional references to Brandon Belote, Chief Operating Officer, via e-mail (bbelote@pikapp.org). **Resume review will begin immediately. Position open until filled.**