

**Position:** Chapter Finance Intern  
**Type:** Non-Exempt

**Level:** Intern/Associate

**Summary:** The Chapter Finance Intern is a member of the Enterprise Operations team. The primary objective of this position is to provide general support with a variety of administrative activities and related tasks to the Chapter Finance Manager. This role frequently collaborates with the Member Experience Team, Project Management Team and others in Executive Office as needed to ensure operational consistency. The chapter finance intern will support the transition of our web-based accounting system by managing training schedules, following up with volunteer teams, answering calls and emails, managing the collegiate chapter budgeting submission process and other in-house financial support for collegiate chapter and volunteers.

**Qualifications:**

- High School Diploma Required
- Seeking a bachelor's degree in finance/accounting
- Exceptional customer service
- Possess solid Microsoft Office Suite acumen with a focus on Excel, scheduling and calendar management and multitasking and prioritization experience.
- Member of Tri Delta is preferred but not required

**Primary Roles:** Chapter budgets, OmegaFi transition support, volunteer/officer liaison, office management, customer support, coordinate training calendars.

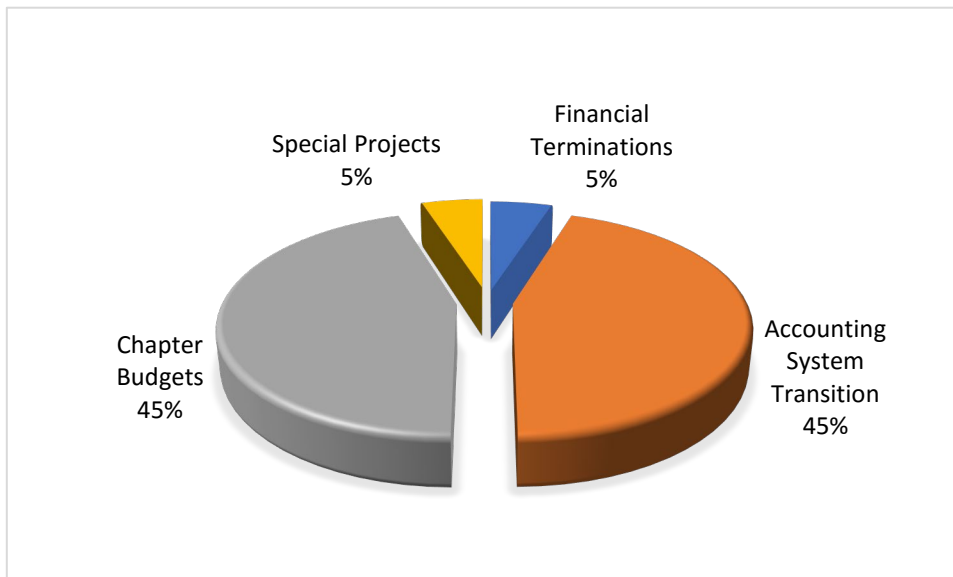
**Reports To:** Chapter Finance Manager

**Supervises:** N/A

**Travel:** 0%

**Typical Week:** up to 29 hours

**Allocation of Time:** Time allocation is based on available time described in typical week



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**Key Responsibilities:**

The member of the Chapter Finance Intern is responsible for handling administrative duties relating to chapter finance and the accounting system transition.

- Knowledgeable of all Fraternity Bylaws, Policies and Forms that relate to chapter finance
- Provide exceptional customer service for volunteer and collegiate chapter officers emails and phone calls
- Oversees finance team inbox. Forward and respond to emails as necessary.
- Monitor and track collegiate chapter budget submission
- Review all collegiate chapter budgets and collaborate with Chapter Finance Manager on any issues
- Assist in the financial termination process
- Assist chapter and volunteers with any questions regarding the accounting system transition and collegiate chapter budgets
- Monitor and track all training calls for volunteers and officers
- Ensure all online resources are up-to-date
- Ensure all volunteers, officers and house directors receive appropriate access to new accounting system.
- Oversee Bill Pay and OmegaRecruit registration process for collegiate chapters
- Monitor and track collegiate chapter progress into accounting transition
- Complete any tasks on Billhighway as necessary
- Assist any communications with any chapter finance communications
- Audit chapter's Billhighway account as necessary
- Assist in special projects as needed
- Other duties as assigned
- Strive for excellence in performance by surpassing established standards
- Take full responsibility for one's decisions and results
- Demonstrate honesty, keep commitments and behave in a consistent manner
- Partner with others to accomplish goals
- Oral and written communication is presented in a clear and concise manner
- Work through interpersonal conflicts to ensure problems are addressed and relationships are strengthened
- Accessible and provides prompt, attentive service
- Satisfy customer needs and expectations
- Effectively handle several challenging problems or tasks at once
- Demonstrate openness to new organizational structures, procedures and technology
- Keep manager informed on issues, progress and problems
- Maintain consistent communication takes place within the area of responsibility
- Maintain confidentiality
- Be passionate about serving others (e.g., Tri Delta EO employees, Board members, collegiate Members and alumnae members) and helping them become the best versions of themselves
- Consistently demonstrate bravery, boldness and kindness
- Participate in the development of team goals which ultimately supports enterprise goal(s) of member experience, organizational effectiveness and sisterhood growth
- Participate in Tri Delta events and pursue external relationships