



Regional Finance Coordinator

Position Summary:

The Regional Finance Coordinator is responsible for working alongside the Director of Finance to ensure the effective and efficient financial management of collegiate chapters. She oversees the work of the Finance Specialists in her region and works on special projects as needed. She serves as a subject-matter expert and resource to Finance Specialists for all chapter/club finance matters. She provides timely and consistent updates to the Director of Finance.

Responsibilities:

- Supervise Finance Specialists by providing on-going support, feedback and training related to their responsibilities
- Maintain consistent communication with the Director of Finance
- Direct, monitor and provide support and feedback to Finance Specialists concerning performance of their primary responsibilities
- Provide one-on-one training for Finance Specialists, Finance Advisors and Vice Presidents Finance in assigned region as needed
- Communicate regularly with all Finance Specialists to identify and assist with plans for chapters in distress
- Maintain accurate records to evaluate the financial performance of collegiate chapters and alumnae groups
- Collaborate with Regional Collegiate Coordinators and other chapter support staff to determine if finance concerns are being appropriately addressed and that the chapter is educated
- Work with chapters to train and empower chapter success and sound financial health in line with Alpha Gamma Delta policy and procedures

Supervisory Responsibilities: Finance Specialists

Reports to: Director of Finance

Distinct Qualifications:

- Have Volunteer Service Team experience that has provided the applicant with the knowledge and abilities listed above
- Have strong knowledge of Alpha Gamma Delta Finance Policies and procedures
- Ability to learn quickly if not familiar with OmegaFi Vault or Alpha Gamma Delta finance policy and procedures