

HR and Accounting Specialist

Summary: Chi Omega Fraternity is seeking qualified applicants for the position of HR and Accounting Specialist. This full-time exempt position reports to the Chief Financial Officer and is responsible for assisting with all aspects of finances including accounting, payroll, financial activities, and some human resources activities for all subsidiaries of the organization including Chi Omega Fraternity, Cardinal Housing, Chi O Creations, and Straw Holdings.

Responsibilities:

- Assist with all aspects of accounting including accounts receivable, accounts payable and processing checks, cash receipts and billing.
- Maintain documented system of position procedures, accounting policies and operations.
- Assist the CFO with the preparation and organization of financial statements for record and review.
- Research and investigate account activity, as assigned.
- Assist with annual audit preparation and other accounting functions/projects as needed.
- Assist with day-to-day HR functions of the employee life-cycle in accordance with established best practice and record retention policies.
- Assist with payroll operations ensuring employee information is accurate and up to date.
- Maintain the highest level of customer service, both internally and externally, with a prompt response time.
- Perform special requests from the CFO, the CEO, the Governing Council and the Leadership Team.

Education | Experience:

- Bachelor's or higher degree in accounting or relevant business.
- Three or more years experience in accounting.
- Experience working with a volunteer, non-profit or fraternal organization is a plus.

Technical skills:

- Advanced knowledge of bookkeeping and accounting best practices, laws, standards, and state/national regulations.
- Excellent computer skills with experience in Microsoft Office 365 products.
- Proficiency with accounting software and database management systems.
- Familiarity with accounting software and database management systems such as Sage/Abila.
- Familiarity with federal and state employment laws is a plus.

Qualifications | requirements:

- Excellent organizational, critical thinking and problem-solving skills.
- Demonstrated analytical ability to develop and implement improvements or recommendations.
- Outstanding written and oral communication skills.
- Thorough, detail-oriented, and quality-conscious individual who can balance multiple assignments.
- Demonstrated ability to work independently with a minimum of supervision.
- Chi Omega membership is preferred but not required.

Location: This position is located at the Executive Headquarters in Memphis, TN.

Travel: This position does not require travel.

About Chi Omega: Founded in 1895, Chi Omega Fraternity is the largest women's fraternal organization in the world with over 405,000 initiated Sisters and 181 collegiate chapters. Chi Omegas bring the Fraternity's founding purposes to life, one woman at a time, through friendship, personal integrity, service to others, academic excellence and intellectual pursuits, community and campus involvement, and personal and career development. Chi Omega's shared values inspire Sisters to serve the world for a lifetime. Learn more at chiomega.com

How to apply: Qualified and interested applicants should send a resume and cover letter, including salary requirements and references to:

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