

## **Λ K Ω Vice President of Finance Position Summary**

The Vice President of Finance of Lambda Kappa Omega Sorority, Inc. serves as the chief financial leader and strategic financial manager for the sorority. This role is responsible for overseeing the organization's financial operations, budgeting, collections, reporting, account management, compliance documentation, and financial planning to ensure the sorority remains financially stable and operationally successful.

The Vice President of Finance works closely with the Chief Financial Officer (CFO), Keeper of Finance, National President, chapter treasurers, and National Board to maintain accurate financial records, manage sorority funds responsibly, and support the long-term financial growth of the organization. This position requires strong leadership, accountability, organization, financial management skills, and the ability to make sound financial decisions in the best interest of the sorority.

### **Responsibilities**

- Oversee all national financial operations, budgeting, and financial management for the sorority
- Manage collections of dues, intake fees, fines, donations, national fundraising, and event funds
- Maintain accurate ledgers, receipts, transaction records, and financial documentation
- Prepare and present quarterly financial reports to the National Board
- Monitor budgets, spending, emergency funds, scholarship funds, and chapter request funds
- Process chapter requests for funds and review required documentation for approval
- Supervise and train chapter treasurers and ensure compliance with financial procedures
- Reconcile financial records and monitor revenue management and account balances
- Work closely with the Holder of Finance and CFO regarding bank accounts and financial transfers
- Ensure proper financial communication and reporting between chapters and the National Board

- Track and collect fines in collaboration with the Compliance Team
- Oversee account limits, transfers, reimbursements, and financial allocations
- Manage financial compliance related to 501(c)(3), W-9 requests, IRS letters, and tax documentation
- Maintain and organize financial records, forms, reports, and shared drive documentation
- Assist with annual budget planning, financial forecasting, and long-term financial strategy
- Ensure all financial transactions are documented accurately to maintain accountability and transparency
- Support financial growth, risk management, and operational stability throughout the sorority

### **Experience & Qualifications Needed**

- Previous leadership experience within finance, accounting, treasury, business management, or organizational leadership preferred
- Strong organizational, communication, and managerial skills
- Experience with budgeting, bookkeeping, financial reporting, and record keeping
- Ability to manage multiple financial responsibilities, deadlines, and projects effectively
- Strong attention to detail, accountability, and problem-solving abilities
- Ability to analyze financial data and make sound financial decisions
- Experience supervising teams, officers, or financial operations preferred
- Knowledge of spreadsheets, ledgers, financial tracking systems, and reporting processes
- Ability to maintain confidentiality, professionalism, and financial integrity
- Understanding of nonprofit financial procedures, compliance, and organizational operations preferred
- Ability to communicate financial information clearly and professionally

- Commitment to transparency, accountability, leadership, and the financial success of the sorority

**Preferred Leadership Traits**

- Strong financial accountability and integrity
- Organization and attention to detail
- Professionalism and sound judgment
- Proactive and strategic thinking
- Strong communication and leadership abilities
- Resourcefulness and adaptability
- Ability to mentor and support chapter treasurers
- Commitment to financial stability and organizational growth