



**ALPHA SIGMA PHI**  
alphasig.org

## **ROLE OF THE VICE PRESIDENT OF FINANCE**

### **OVERVIEW**

The following is an overview of the responsibilities associated with this role. The description is designed to provide general guidelines and should not be viewed as limitations with the position. The chapter and/or officer should feel comfortable adding additional responsibilities, provided those responsibilities are not assumed by another officer, board, or committee.

### **RESPONSIBILITIES**

- Member of the Prudential Board, which meets weekly
- Serves as the primary liaison to Greekbill
- Prepares a chapter budget prior to each term to be approved by the Prudential Board and ultimately the entire chapter. Seeks budget requests from chapter officers to prepare the budget
- Inputs budget into Greekbill
- Keeps track of all expenditures and revenues and ensures that the chapter is operating within the approved budget
- Collects all dues and fees owed to the chapter through Greekbill
- Pays all chapter bills promptly through MyAlphaSig
- Provides a monthly financial summary to both the Prudential Board and the chapter
- Works with the Staff Liaison at Alpha Sigma Phi Fraternity Headquarters to ensure that the chapter is current on all bills
- Understands and pays all applicable chapter fees and member fees
- Ensures that all potential members understand the financial obligation of membership in the Fraternity (chapter and fraternity fees and dues) prior to joining
- Ensures that all new members complete the required information on MyAlphaSig prior to participating in Scene 1 of the Initiation Ceremony or within 48 hours of accepting a bid
- Ensures that all members who have not paid chapter dues in full have signed a promissory note and are on a payment plan
- Files taxes for the chapter via Greekbill
- Reconciles bank statements with financial statements on a monthly basis