



101 Ming Street | PO Box 54  
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## Employment Description

### POSITION

**Accounts Payable Coordinator**

### DEPARTMENT

Finance and Operations

### COMPANY

Sigma Tau Gamma Fraternity, Inc.  
Sigma Tau Gamma Foundation, Inc.  
WPN National Housing Company, LLC

### OUR VISION

**Building Noble Generations of Men.**

A Sig Tau knows that life is about growing to your own personal best, growing to greatness. He doesn't just happen upon us; he is chosen from among our friends to be called our Brother. He is then shown the deeper meaning behind our outward principles – principles which give our men every advantage to make each day count, the knowledge to strive for one's personal goals, and the will to be courageous. What a Sig Tau believes, shapes who he is and informs his every action.

A fraternal experience committed to building a generation founded upon nobility remains the principal benefit of membership in Sigma Tau Gamma and the one definitive element that differentiates us from other fraternal organizations on campus.

By the very definition of the word *noble*, those not affiliated with Sigma Tau Gamma will know that we provide values-based leadership development opportunities to our members. With the vision as a backdrop, we have developed a purpose statement, which will focus our efforts.

### OUR PURPOSE

**To be a Fraternity of Courageous and Noble Gentlemen Who Always Endeavor Forward.**

Having courage is the most important thing any man can do, it is a foundation because without courage you cannot practice any of the principles or strive to be a high-performing noble gentlemen.

It is our duty to provide a spontaneous and joyous welcome to each and every man who wants to call himself a Sig Tau. By creating that kind of environment, we will foster the best within each and every member, thereby giving them a path to pursue wisdom all through life. It is that commitment to better oneself that will give them the will to endeavor forward – always.

We cannot reach our vision or exemplify our purpose if the products and services we offer are not **relevant** to our members, **replicable** across chapters and time, and **recognizable** as ours so as to be discernable from our competition. These 'Three R's' will become the litmus test against which we will allocate resources in the months and years to come.

### **YOUR ROLE IN OUR VISION AND PURPOSE**

The Accounts Payable Coordinator at Sigma Tau Gamma Headquarters is a full-time position. The Coordinator will manage financial responsibilities associated with the company's internal accounting in accordance with Generally Accepted Accounting Principles (GAAP) for the Fraternity, Foundation, and Housing Company.

This Coordinator is a member of the Headquarters Team and reports directly to the Director of Finance and Human Resources. As the Accounts Payable Coordinator, you will focus primarily on the day-to-day bills and payables of the Fraternity, Foundation, and Housing Company.

Your success will be defined by your ability to produce quality work against hard deadlines, build collaborative and productive relationships with staff, undergraduates, alumni, and volunteers and be proactive in the continued development and execution of the Fraternity's operational strategy.

As a non-profit organization, our organization has prioritized that strong operations management needs to be achieved by the Headquarters team for Sigma Tau Gamma to reach its full potential. The Accounts Payable Coordinator is essential to the organization's long-term ability to achieve the 2020 Strategic Plan.

### **SPECIFIC RESPONSIBILITIES**

- Manage the day-to-day payable transactions of the Fraternity, Foundation and Housing Company.
- Process all vendor records in the Fraternity's accounting software.
- Process all bills in our bill pay system, enter them in the accounting software, and produce them to the Director of Finance and Human Resources for review.
- Assist the Director of Finance and Human Resources with bank reconciliations as needed.
- Process the Company's credit card transactions in the accounting software and reconcile all employee's records against the statement.
- Maintain an accurate and descriptive record of all digital accounting records including scanning of documents.
- Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

- None

### **SUPERVISOR**

Director of Finance and Human Resources

### **QUALIFICATIONS**

- Member of Sigma Tau Gamma Fraternity desired.
- Experience in an accounts receivable/payable environment, accounting degree preferred.
- Computer literacy and proficiency with Microsoft Office software suite.
- Must possess excellent analytical, organizational, and communications skills.

- Initiative and independence in carrying out responsibilities.
- Ability to prioritize and manage multiple tasks and a variety of demands.
- Strong self-motivation and the ability to work as a team member.
- Commitment to maintaining confidentiality and a high degree of accuracy in constituent records.
- Demonstrate ability to work accurately and efficiently with a database.
- Ability to anticipate needs, see opportunities and use good judgment in dealing with confidential information.
- Ability to analyze and review operational procedures, identify problem areas and optimize performance through procedural changes.
- Must be able to work in an environment of constant demands and frequent interruptions.
- Demonstrate ability to work effectively with people of diverse backgrounds and promote a positive work environment, the spirit of cooperation and positive reactions to change.
- Aptitude for learning about the Greek industry, our principles and practices and ability to maintain a professional, polished demeanor.
- Creativity, curiosity, sense of humor, high energy level and enthusiasm.

#### **LOCATION OF EMPLOYMENT**

Indianapolis, Indiana

#### **DESIRED START DATE**

As Soon As Possible

#### **EMPLOYMENT STATUS**

Full-time, Exempt, Salary

#### **COMPENSATION AND BENEFITS PACKAGE**

Sigma Tau Gamma is a small, non-profit business with a large reaching impact. Our select staff of over 20 men and woman immediately allows you to join and have an instant impact on an organizational membership of over 61,000. From day one, you become a valued and essential member of our team.

Additionally, you will receive:

- Competitive Nonprofit Salary
- Meal and Mileage Reimbursement
- Health, Dental, and Life Coverage (at no cost to the employee)
- Vision, Optional Additional Life, Disability, Legal Coverage Options
- Moving/Relocation Expenses
- Gym Membership
- Paid Holidays, vacation days, and sick time
- Cell Phone Nonprofit Rates
- Personally Retain Accumulated Airline and Hotel Travel Points
- Ability to Participate in 401K with a Company Match
- Personal and Professional Development Growth Opportunities

#### **NON-DISCRIMINATION POLICY**

The Sigma Tau Gamma Fraternity, Foundation, and WPN National Housing Company are an equal opportunity employer. We do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law.