

**Purpose**

The Staff Accountant is responsible for maintaining financial records and providing excellent customer service.

**Responsibilities**

- Process payments for member dues and House Board insurance.
- Process incoming check deposits.
- Assist with finance needs for alumnae associations and chapter House Boards.
- Assist with credit card and bank reconciliations.
- Review financial reports and assist with finance activities for chapters, alumnae associations and House Boards.
- Serve as a backup for accounts payable, fixed assets, and balance sheet reconciliations.
- Other duties as assigned.

**Qualifications**

- A bachelor's degree in accounting, business or finance is required. One to three years of related work experience is preferred but entry-level candidates will be considered. Candidates should have a knowledge of accounting principles and practices as well as experience in client services, collaboration, and relationship building with internal staff and external constituencies (e.g., members, volunteers and vendors).
- It is preferred that candidates have experience with Microsoft Excel and Microsoft Dynamics 365 or other financial accounting systems. They should have strong attention to detail, demonstrated oral and written communication skills, the ability to set priorities and take initiative, a willingness to collaborate with co-workers on projects and urgent situations, and a flexible and optimistic attitude.
- The ideal candidate will have the ability and desire to define problems, collect and analyze data, establish facts and draw valid conclusions, gather and organize information and data, manage projects with multiple variables, determine specific action, maintain knowledge of and adhere to Fraternity policies and procedures, and prepare and/or edit financial reports, records, and correspondence.

Kappa Kappa Gamma Headquarters is located in Dublin, Ohio, and offers a hybrid work schedule. This position is nonexempt and hourly.