



OMICRON DELTA KAPPA

The National Leadership Honor Society

Financial Services Assistant

Omicron Delta Kappa, the National Leadership Honor Society, is recruiting for a Financial Services Assistant. This is a part-time and temporary position based in the office of OΔK's National Headquarters in Lexington, Va.

As a member of the Membership Services Team for OΔK, the Financial Services Assistant will support the organization by performing general bookkeeping and other financial processing including any of the following:

- invoicing clients;
- paying bills;
- managing and recording cash receipts;
- reconciling credit cards;
- creating and recording adjusting journal entries;
- processing store order payments;
- managing donations and in-kind transactions; and,
- other similar duties as required.

REQUIRMENTS

- High school diploma. Bachelor's degree preferred.
- Proficient in Windows, Microsoft Office Suite, and Google Suite (Gmail, Docs & Sheets).
- Significant experience with QuickBooks in a business setting.
- Demonstrate a "team player" attitude with the ability to handle a multitude of challenges.
- Strong customer service skills.

COVID-19

This position is required to work from the OΔK National Headquarters building in Lexington, Va. Individuals working at the headquarters will be provided with masks and sanitizing materials and are expected to follow the OΔK COVID-19 workplace guidelines.

COMPENSATION

This position is paid an hourly rate of \$12.00 and does not include any benefits. Personnel at Omicron Delta Kappa's National Headquarters have free parking and limited access to Washington and Lee University recreation and library services.

This position is required for 15 hours per week for approximately 45 weeks during the fiscal year (August 1 – June 30) with time off during Thanksgiving, Winter Break, Spring Break, and July.

OVERTIME CLASSIFICATION

Non-exempt.

PERSONAL CHARACTERISTICS

The Financial Services Assistant should demonstrate competence in some or all of the following:

- **Behave Ethically:** Understand ethical behavior and business practices. Ensure behavior is consistent with these standards and align with the values of the organization.
- **Build Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.
- **Communicate Effectively:** Must possess strong written and verbal communication skills.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions, which are timely, and in the best interests of the organization.
- **Organization:** Set priorities, develop a work schedule, monitor progress toward goals, and track details using data and information management tools.
- **Plan:** Set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

TO APPLY

Submit a cover letter, resume, and three references to Dr. Timothy A. Reed, Vice President for Membership and Operations, by July 12, 2020, by emailing tim@odk.org.