



Assistant Director of Business Operations

Position Description

Beta's assistant director of business operations will further the mission and values of the Fraternity by working with constituents to utilize financial tools and policies to strengthen chapter and house corporation operations.

The assistant director of business operations reports to the chief financial officer and will:

1. Manage, educate, support and lead the effort to ensure compliance with Chapter Accounting Standards at all active chapters of Beta Theta Pi and proactively support chapters using Billhighway
2. Manage, lead and grow the Billhighway Platinum Program for house corporations
3. Ensure the successful filing, management and communication of the IRS Form 990 group return
4. Manage, develop and lead the constituent online services offering through effective vendor relationship management (current third-party vendors include Billhighway and ChapterSpot)
5. Ensure service offerings are self-funding and revenue-producing for the Fraternity
6. Develop and manage business processes and vendor relationships (Cannon, etc.)
7. Update, manage and execute human resource general forms, policies and procedures
8. Support on-site IT tasks as assigned
9. On-site management of the Beta archives in conjunction with the General Fraternity archivist
10. Perform other related duties as assigned

Qualifications/Requirements

- 1) Bachelor's degree (accounting, finance or information systems preferred)
- 2) Understanding of Billhighway systems preferred
- 3) Must enjoy providing a high level of customer service
- 4) Relocation to Oxford, Ohio; Beta housing package available
- 5) Must have excellent verbal and written communication skills

Physical Requirements

- 1) Prolonged periods of sitting at a desk and working on a computer
- 2) Must be able to lift up to 25 pounds at times

Compensation Package

- 1) Medical, dental and benefits package
- 2) 401(k) retirement plan and employee matching program
- 3) Computer and mobile phone package
- 4) Standard holiday and vacation time package (approximately 22 days/year)
- 5) Salary commensurate with education and work experience

Interested individuals should:

- 1) Submit a cover letter expressing interest in the position, include a brief biographical background on who you are and why you are well suited for the post
- 2) Include an updated resume
- 3) Provide two to three references

Materials and inquires should be directed to:

Uri Ormsby, Chief Financial Officer
Beta Theta Pi Fraternity
uri.ormsby@beta.org