



# Delta Gamma

1873

**Job Title:** housing accounts payable coordinator  
**Department:** Office of Housing  
**Reports to:** housing accounts payable manager  
**FLSA Status:** non-exempt; part-time  
**Location:** Columbus, Ohio onsite only (4 hours/day, M-F = 20 hours/week)  
Or remote (4 hours/day, M-R = 16 hours/week)

**Application Link:** <http://bit.ly/EORecruitment>  
**Application Deadline:** April 3, 2022  
**Compensation:** \$15 per hour

**Job Summary:**

- Assist Office of Housing staff with operational tasks
- Perform assigned duties in conformity with the Constitution and policies of Delta Gamma Fraternity and Foundation

**Essential Functions:**

- Process all emails for FHCPayables 1-8 each week from housing officers and vendors
- Obtain all necessary paperwork to allow the payment of invoices such as W-9, Coli and house corporation approval as needed
- Answer inquiries for housing clients as to status of payment for invoices
- Assist with projects as directed by housing operations accountant
- Assist with audit items as directed by director of housing operations

Applicable only to Columbus applicants working onsite

- Create check logs for the housing office on a weekly basis
- Sort and stamp daily mail/faxes and distribute to housing staff. Prepare and send UPS and USPS mailings
- Assist accounts payable area by endorsing and mailing checks once a week and as needed
- Scan or print invoices for accounts payable team
- Purchase all office supplies for housing staff and items for the kitchen and bathrooms
- Handle all building maintenance items through property management company
- File checks and EFTs for accounts payable staff as needed

**Qualifications:**

- Demonstrated commitment to creating inclusive environments where belonging is valued.
- Good verbal, written and interpersonal skills
- Proficiency in Word, Excel and Outlook and ability to learn other software as needed
- Ability to communicate clearly and concisely with both volunteers and employees
- Attention to detail and good organization skills
- Ability to multi-task daily and adhere to deadlines
- Delta Gamma or fraternity/sorority membership preferable

03/2022