



National Housing Corporation Director of Finance

Term Length: Three years

Appointed by: National Housing Corporation Chairman

Reports to: National Housing Corporation Chairman

Position Overview: The purpose of this position is to serve the National Housing Corporation of Theta Phi Alpha. This includes setting strategy and vision, policy for local housing corporations, and evaluating facility options for Theta Phi Alpha. They work in conjunction with the other directors and volunteers of the National Housing Corporation and our national office staff.

Time Commitment & Requirements

- 1 to 3 hours per week, varies based on time of year
- Phone, computer, internet access
- Travel may be required for MJ Housing Forum (annually in Feb.) and visiting chapters
- Be in good financial standing with Theta Phi Alpha

Skills/Competencies

- Confidentiality
- Cooperation
- Cultural Awareness/Sensitivity
- Financial Awareness
- Vision

Helpful Experiences:

- Service as a regional housing advisor

National Housing Corporation Director of Finance Responsibilities:

- Be responsible for working with the accountants to file taxes for the NHC.
- Maintain the financial records of the NHC including but not limited to authorizing payments and creating an annual budget.
- Perform an annual audit of any local housing corporations to ensure they are maintaining necessary documentation and are financially healthy.
- May work with chapters to establish and maintain housing funds, set a housing budget where applicable, and assist with the collection of rent when necessary.
- Serve as a regional housing advisor when needed.
- Attend quarterly NHC board meetings.
- Attend quarterly regional housing advisor meetings in rotation with the chairman and vice chairman.
- And other responsibilities as needed.