



*Alpha Epsilon Pi*  
DEVELOPING LEADERSHIP  
for the JEWISH COMMUNITY

## CHIEF FINANCIAL OFFICER

Alpha Epsilon Pi, located in Indianapolis, Indiana, is seeking an energetic, self-driven individual to join the International Headquarters staff as our Chief Financial Officer. As the team leader of the organization's finance department, the position works closely with the accounting staff of the Fraternity, Foundation, and Property Management Corporation that handle accounts receivable, accounts payable, payroll and fixed asset management.

Primary responsibilities include, but are not limited to, business-process compliance, data and journal entry, general accounting, month and year end closing processes, audits, budget management, insurance program policies and renewals, mortgages and administrative items, such as financial-policy enforcement. In addition, the Chief Financial Officer develops and coordinates the annual budgeting process and quarterly and annual financial reporting in conjunction with the Chief Operating Officer.

Furthermore, the position manages and ensures compliance with internal controls, financial policies and procedures; serves as finance team liaison with banks, investment firms, outside accounting firms, auditors and vendors; and prepares and submits federal and state tax returns, including Form 990s. As a key member of the organization's management team, the Chief Financial Officer reports directly to the Chief Operating Officer.

A degree in accounting, finance or business and CPA certification is required. Experience working in a non-profit environment is preferred. Demonstrated experience with accounting systems, especially MIP Fund Accounting, is preferred as well.

The ideal candidate should have a good working knowledge of Alpha Epsilon Pi, and the position requires the individual to live in the Indianapolis metropolitan area. The selected candidate would also have strong interpersonal skills and be able to work with a wide range of constituents in a diverse community. Selected candidates will be subject to a criminal and financial background check as a condition of employment.

Interested candidates should send a letter of interest and resume to Jim Fleischer, Chief Operating Officer, at [jfleischer@aepi.org](mailto:jfleischer@aepi.org).

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*Alpha Epsilon Pi is the world's Jewish college fraternity, operating chapters on 190 college campuses in six countries. Founded in 1913, AEPi has more than 90,000 living alumni. While non-discriminatory, the fraternity's mission – developing the future leaders of the Jewish communities – is demonstrated every day through acts of brotherhood, Tzedakah (charity), social awareness and support for Jewish communities and Israel.*