



Vice President of Finance

DESCRIPTION:

This individual is responsible for all financial transactions of ASC. They are to allocate appropriate budgeted amounts to personnel, maintain accurate current balances of all budgets, bring potential over expenditures to people's attention and report to the President any questionable or unethical use of ASC funds. They are also to oversee the Financial Assistant.

QUALIFICATIONS:

This person must be comfortable working with numbers, have a clear understanding of how to maintain balance sheets and ledgers, be very detailed, self-motivated, reliable and responsible. This person must have completed ACCT 271 and ACCT 272 by the time the position is filled. It's recommended this person be an Accounting Major; have Accounting/Business experience and/or coursework; completed or currently enrolled in ACCT 371.

A minimum GPA of 3.0 is required.

TIME COMMITMENT:

15-20 hours per week (including daily office hours, minimum of 10/week).

GENERAL RESPONSIBILITIES:

1. Oversee all ASC funds and ensure appropriate use and management of those funds through the Administrative Software Program (PeopleSoft).
2. Supply Financial Affairs with appropriate check requests, deposits, and other financial information.
3. Distribute W-4 and I-9 tax forms at beginning of year and when needed.
4. Collect tax forms from honorarium ASC personnel, witness and record proper identification, and remit forms to payroll (Melodee Powers).
5. Supply names and honorarium amounts of qualified ASC personnel to payroll (Melodee Powers) for taxes to be withheld and amounts distributed (month prior to last month of semester).
6. Maintain financial records for ASC student government and communicate with Central Committee members.
7. Meet with the President twice a month to discuss financial status of ASC student government.
8. Work with advisor to continually update and improve record keeping.
9. Chair the Finance Committee. Call meetings when needed.
10. Maintain financial records for Student Project Fund.
11. Meet twice a month with the ASC Advisor.
12. Work closely with the Financial Assistant and delegate tasks as needed.
13. Be a student representative for the University's Financial Aid Committee.
14. Meet with Student Organizations Coordinator bi-monthly. Meet with potential clubs as needed.
15. Oversees Student Organizations Coordinator and Student Organizations.

CENTRAL COMMITTEE RESPONSIBILITIES:

1. Attend weekly Central Committee meetings (approx. two hours).
2. Submit a written monthly report for each month (deadlines communicated by ASC advisor).
4. Abide by all GFU community lifestyle standards as outlined in the Student Handbook.
5. Attend all leadership forums as required by Central Committee.
6. Attend Leadership Training and In-Service.
7. Have scheduled office hours (10 hours per week minimum).
8. **HONORARIUM:** Inquire at the ASC offices.