

Financial Vice President

ASSCU EXECUTIVE BRANCH

Spring 2006

I. General Information

Job Title: Financial Vice President

Department:

Associated Students of Santa Clara University

Benson Center, Room One: Phone: (408) 554-4410; Fax: (408) 554-5544

Supervisor: Student Body President

II. Primary Purpose of the Position

To be chief financial officer of the Association and all registered clubs

III. Essential Responsibility

Administration of the Association's General, Development, Senate, Justice, and Services budget; administration of AS club funds.

IV. Specific Responsibilities

1. Financial Management

- a. Short and long term financial forecasting for AS and clubs.
- b. Monitoring and timely processing of all ASSCU and club financial transactions.
- c. Computerized financial analysis of current year's accounts.
- d. Equitable and efficient use of ASSCU finances.
- e. Goal setting and implementation in all areas.
- f. Monitoring clubs' and class' budgets.

2. Liaison Responsibilities

Serve as liaison between clubs and ASSCU administration providing bi-weekly budget printouts for all AS exec members with budgets.

- a. Weekly meeting with the Center for Student Leadership Business Manager.
- b. Weekly meeting with Center for Student Leadership Club Advisor.
- c. Weekly meeting with Center for Student Leadership ASSCU Advisor.
- d. Weekly meeting with CSO Administrative Assistant.
- e. Quarterly financial reports to Student Senate.
- f. Serve as an at-large member of the Senate Student Affairs Committee.

3. Additional responsibilities as assigned by the Student Body President.

V. Qualifications

Must be currently enrolled as an undergraduate student at SCU, taking at least one course.

- a. Must be in good academic and behavioral standing with the University (e.g., minimum 2.0 GPA and not on any type of probation as defined in the Undergraduate Bulletin).
- b. Must have computer skills: Windows XP, Microsoft Office, including Word and Excel.
- c. Proficiency in Peoplesoft
- d. Must possess excellent communication and interpersonal skills.
- e. Able to manage time effectively
- f. Able to work effectively with diverse population of students, staff, and faculty.
- g. Able to maintain firm turnaround deadlines.

VI. Appointment and Compensation

1. Appointed by the Student Body President, Vice President, and Chair of the Student Senate.
Confirmed by the Student Senate according to guidelines established in the ASSCU Constitution.
2. Compensation is a \$945 stipend paid evenly over a three quarter period.

VII. Time Requirements

1. Position requires an estimated total hours of 20 per week, depending upon projects and workload for the week.
2. Advising attendance at club/class conferences once per year.
3. Attendance at weekly Advisory Board meetings (minimum 8 per quarter, average length: one hour).
4. Mandatory attendance at 3 ASSCU retreats (a Spring, a Fall and a Spring transition retreat)
5. Mandatory attendance at 3 ASSCU Advisory Board retreats (fall, winter, and spring)
6. Hold a minimum of 5 office hours per week.
7. Estimated hours per week: 20