

Job title	<i>ASWSU Global Director of Finance</i>
Hours	<i>Minimum of 10 hours per week, maximum 15 hours per week.</i>

Job purpose

ASWSU Global serves as a representative body and voice between students and the faculty, staff, administration and the Washington State University community. ASWSUG's mission is to develop and maintain a supportive leadership organization while advocating for Washington State University Global Campus students and their unique needs and interests; design and facilitate events and informational services to all students; and provide opportunities for students to achieve fuller participation in our campus community through student involvement activities.

The Director of Finance oversees all financial aspects of the organization, including issuing approvals, conducting financial assessments, monitoring the budget, generating monthly reports, and establishing the yearly budget.

Duties and responsibilities

- Assist the Advisor with all purchase requisition approvals for ASWSUG and its committees.
- Approve and process all reimbursements according to Executive Board guidelines.
- Review and approve budget requests before sending to Vice President and President for final approval.
- Send approved purchase requests to advisor for next steps.
- Track and maintain accurate records of all receipts and invoices paid out of the ASWSUG budget.
- Act as a financial advisor to all programs financed by ASWSUG.
- Maintain and present the budget of ASWSUG and present it to the ASWSUG Executive Board once a month at public meetings.
- Create S&A budget request for following academic year which will be presented to the RAA Committee for approval.

Position Description

Campus & Community Engagement

- Organize and facilitate regular campus outreach regarding fiscal responsibility and S&A budget education through surveys and student town hall meetings.
- Represent and advocate for the needs of the entire WSU Global student body to faculty, staff, administration and other organizations or affiliated groups.

Meeting Management & Committee Participation

- Attend all Executive Board meetings.
- Meet on an ongoing basis with the Director of Administrative Services.
- Meet regularly with President and Vice President to update on all financial matters.
- Maintain open channels of communication with all Directors to inform of monetary standing and spending limits.
- Communicate regularly with Director of Events to maintain updated spending reports and process spending requests needed for events.

Other

- Assist the Advisor with all purchase requisition approvals for ASWSUG and its committees.
- Review and approve all reimbursements submitted by Director of Resources.

- Approve budget requests and send to President/Vice President for review.
- Send approved purchase requests to advisor for purchasing.
- Track and maintain accurate records of all receipts and invoices paid out of the 522 fund account budgets (Services & Activities Fee Budget)
- Act as a financial advisor to all programs financed by ASWSUG.
- Continually promote compliance of the financial code, the Washington Administrative Code (WAC), Revised Code of Washington (RCW), and the regulations of the Office of Financial Management, Washington State University, and report to the Advisor known violations of these statutes and regulations.
- Maintain and present the budget of ASWSUG and present it to the ASWSUG Executive Board at least once a month or as requested.
- Coordinate and facilitate the review and vote of the following year budget before submitting for the Resource Allocation and Accountability Committee.

Qualifications

- Must be an S&A fee paying enrolled Global Campus student.
 - Can demonstrate ability to work and collaborate virtually.
 - Must be in good academic standing.
 - Must be able to commit to a term until the end of May 2022.
 - Must be in good disciplinary standing with the University when appointed and for the duration of the employment period.
 - Ability to travel and attend events a few times each semester.
 - Demonstrate prior experience in time management.
 - Demonstrate interest in student leadership with a servant leadership model.
 - A flexible schedule is necessary for this position due to events and program schedules.
 - Availability to start in late April/early May.
 - Ability to maintain personal boundaries.
 - Excellent communication and interpersonal skills.
 - Ability to be a self-starter.
 - Prior knowledge working with Excel spreadsheets including formulas and budgets.
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