

	Acadia Students' Union Job Description	
	Section: GV-2018-01	Pages: 4
Position: Vice President Finance and Operations		
Location: Old SUB 621 Department: Council	Reports to: Students' Representative Council ("Council")	Coverage: Incoming VP Finance and Operations

1.0 Position Summary

Under the supervision of the President, the Vice President Finance and Operations is responsible for the proper and efficient administration of all funds belonging to the Acadia Students' Union. The VP Finance and Operations is responsible for a broad range of corporate finance functions and tasks. These tasks may include, but are not limited to, the oversight of general accounting, revenue billing and collection, payroll and administrative benefits, accounts payable operations, audit coordination, budget preparation and forecasting, and long range financial planning. The VP Finance and Operations is also responsible for monitoring and providing financial guidance concerning the accounts of House Councils, Internal Organizations, and ASU-ratified Clubs/Societies.

2.0 Scope

Failure to ensure accurate financial practices, processes and/or documentation, or to ensure sound policy recommendations may result in serious financial losses, or issues with respect to loss of credibility for the Acadia Students' Union and its governing body, the Students' Representative Council.

3.0 Key Position Requirements

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

1. Be responsible to Council for the supervision of all funds of the Union;
2. Receive all revenues into the accounts of the Union and arrange payment of all expenses incurred by the Union;

3. Have access to the accounts of the internal organizations, clubs and house councils of the Union, and ensure at all times that they are in good order;
4. Monitor and record all capital purchases of internal organizations and house councils, ensuring that they remain available for use by members of the Union;
5. Provide financial information to clubs, internal organizations and house councils that is relevant to their operations;
6. Provide a minimum of one training session regarding relevant financial practices to the Vice President Finance of each house council;
7. Make available a minimum of one general interest financial program per semester;
8. Be a signing officer of the Union;
9. Supervise the expenditure of all funds which have been approved by Council;
10. Receive a certified audit for the previous fiscal year on or before the first day of September each year, and present the audit report to Council at its first regular meeting in September;
11. Present to Council a budget for the upcoming fiscal year before Council's last meeting in the current fiscal year;
12. Act as chair of the Financial Affairs Committee and the Student Funding Committee;
13. In conjunction with other relevant Executives or Coordinators, be responsible for soliciting sponsorship for Union Events and Programs, including:
 - (a) Welcome Week;
 - (b) Homecoming Weekend;
 - (c) Frost Week;
 - (d) Other Union events or activities as determined by the Executive or by Council.
14. Provide monthly reports surrounding the financial position of the Union to Council;
15. Be responsible to Council for review and update of any financial policy of the Union;

16. Propose a tangible goal document to the Council for ratification at the Transition Meeting, as well as the first regular meeting of the Council in both September and January;
17. Hold a minimum of thirty-seven and a half (37.5) regular office hours per week during the summer (May 1st to August 31st) and a minimum of fifteen (15) regular office hours per week during the academic year (September 1st to April 31st);
18. Take no more than four (4) courses, including correspondence courses, in each of the fall and winter semester;
19. Take no more than two (2) courses, including correspondence courses, in the summer;
20. Be responsible for such other duties as may be determined by the Council.

4.0 Working Relations

Internal: All departments and Union staff, Internal Organizations, House Councils, ASU-ratified clubs/societies, Senior Management, Council and the General Manager.

External: Members of the Public (including Students), Acadia University staff members and Members of the Administration, Representatives from other Students' Unions, Universities, related associations, external vendors/clients

5.0 Working Conditions

Physical Demands – The VP Finance and Operations may have to work odd or long hours to complete special requests or projects and may have to spend long hours sitting and using office equipment, computers and attending sessions which can lead to muscle strain and fatigue.

Environmental Conditions – The VP Finance and Operations will have to serve a number of people and projects at one time and will be interrupted frequently to meet the needs and requests of staff. The VP Finance and Operations may find the environment to be busy and will need excellent organizational, time and stress management skills to complete the required tasks.

Sensory Demands – Sensory demands can include reading and use of the computer which may cause eyestrain and occasional headaches and the constant noise and activity of a busy office environment.

Mental Demands – The VP Finance and Operations will have to manage a number of requests

and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time. The VP Finance and Operations will need to handle complaints of a financial nature from students and businesses which may result in emotionally charged situations.

6.0 Statement of (Minimum) Qualifications

Education

- Must be a full-time or part-time student enrolled in studies at Acadia University during the 2018/2019 academic year;

Skills

- Demonstrated understanding of generally-accepted accounting principles, and budgetary processes and forecasting;
- Fundamental knowledge of common accounting procedures;
- Advanced computer knowledge including a working knowledge of developing spreadsheets, reports, and presentations in Microsoft Office 365;
- Demonstrated ability to use reliable judgment and maintain confidentiality;
- Detail oriented and ability to compile, audit, verify, and research information and data;
- Sound analytical problem solving and reasoning skills in order to identify alternative solutions, conclusions or approaches to financial and budgetary concerns;
- Exceptional communication skills (written, verbal, and presentation);
- Ability to work with independently and in a team environment;
- Must have strong work ethic and be able to maintain standards of conduct;
- Provide leadership, direction, and motivation to staff in a consistent and fair manner;
- Excellent customer service and interpersonal skills and possess cultural and political awareness;
- Strong organization skills with a demonstrated ability to prioritize, coordinate work schedules, handle multiple projects and competing demands, and meet deadlines;
- Ability to respond creatively to pressure and experience dealing with situations of crisis.

Asset Qualifications

- Enrolment in the F.C. Manning School of Business;
 - Preference may be given to accounting and/or finance majors;
- Previous experience in a financial enterprise;
- Previous experience with accounting software and financial information systems.

7.0 Attachments

None