



POSITION DESCRIPTION

- POSITION TITLE:** Vice-President Finance
REPORTS TO: Executive Committee, and ultimately the Board of Directors.
SALARY RANGE: Starting at \$23,000
EDUCATION: Attaining a Post-Secondary Degree
QUALIFICATIONS: Currently enrolled at Nipissing University, as per NUSU By-laws.

SUMMARY:

As the Treasurer of the Corporation, and head of the Finance department, the Vice-President Finance is primarily focused on carrying out the financial component of NUSU, which includes, but is not limited to, construction of the annual operating budget, ensuring proper accounting practices are followed, and making any recommendations to each department regarding finances. The individual, who reports to both the Board of Directors, and the Executive Committee, will be highly determined, and motivated to work in a demanding environment, display strong organizational skills, have exemplary work ethic, have strong interpersonal skills, and exceptional time management qualities.

The individual will also act with professionalism, and will strive to achieve the following:

- Act in the best interests, and in accordance to by-laws, policies, procedures, Vision, and Mission of NUSU;
- Prepare or assist with various reports, and documentation for the Board of Directors, and Executive Committee;
- Develop suitable departmental goals, both long and short term;
- Maintain proper financial practices, and be feasibly responsible within the budgetary restrictions;
- Maintain regular office hours;
- Coordinate, monitor, review, enhance, and implement various strategies in order to improve the overall operation of NUSU.

SPECIFIC DUTIES AND RESPONSIBILITIES:

The following is a list of duties and responsibilities that pertains to the role of the Vice-President Finance. This includes, but is not limited to:

Annual Budget

- Responsible for developing, reviewing, and creating recommendations, in conjunction with the Audit and Finance Committee and bookkeeper, for the annual



operating budget of NUSU;

- Gathering feedback from employees and members of NUSU in order to create an annual operating budget that will benefit the needs of the student body;
- Present financial statements and suggested budgets to the Board of Directors, Executive Committee, and the student body at the Annual General Meeting.

Financial Responsibility

- Ensure that proper financial and accounting practices are utilized and implemented;
- Ensure NUSU employees are financially responsible at all times;
- Ensure that all expenditures of over two-hundred dollars (\$200.00) receive Executive Committee approval, unless it is not already allocated in existing budgets; and
- Report financial decisions to the Board of Directors.

Supervisory

- Department head of the Finance department, overseeing the Director of Finance, and Bookkeeper;
- Ensure that all employees within the Finance department are fulfilling their job descriptions;
- Effectively and regularly communicate with members within the Finance department, while also meeting regularly.

Collaboration

- Meet regularly with the President;
- Work with various parties within the University to promote responsible, and feasible financial decisions;
- Promote effective communication and collaboration between all NUSU departments when required;
- Complete any other reasonable task as assigned by the either the Board of Directors, and/or Executive Committee.
- Work with other departments within NUSU to ensure all sponsorship is completed effectively and in a timely manner.

Committee Membership

- Board of Directors;
- Executive Committee;
- Chairperson of the Sales and Merchandise Committee;
- Chairperson of the Audit and Finance Committee; and



- Any other committee appointed to.

Terms of Office

The term for the Vice-President Finance is one (1) year, commencing on May 1st, and concluding on April 30th. It is recommended that the elected individual complete a minimum of forty (40) hours of shadowing before they commence their term. This includes meeting with individuals within NUSU, Nipissing University, and the North Bay community, as required. They are to also attend any formal training required of them at the start of their term.

When in office, the Vice-President Finance is required to complete the following:

- During the summer months from May 1st – August 31st, complete forty (40) hours of work weekly;
- During the academic school year from September 1st – April 30th, complete twenty (20) hours of work weekly during the hours of operation (Monday – Friday, 8:30am-4:30pm).