



## **POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Vice-President Finance
<b>REPORTS TO:</b>	Executive Committee, and ultimately the Board of Directors.
<b>SALARY RANGE:</b>	Starting at \$23,000
<b>EDUCATION:</b>	Attaining a Post-Secondary Degree
<b>QUALIFICATIONS:</b>	Currently enrolled at Nipissing University, as per NUSU By-laws, and must be at least 18 years of age.
<b>HOURS:</b>	40 hours/week May-August, 20 hours/week September-April

### **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 limited to, construction of the annual operation budget, proper accounting practices, and any recommendations 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, for the annual operational budget for NUSU that exemplifies financial responsibility;
- Gathering feedback from employees and members of NUSU in order to create an annual operational budget that will benefit the needs of the student body;



- Present budgets and financial statements 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 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;
- Openly receive feedback from other members of NUSU, and the Nipissing University community, while creating strong relationships;
- Promote effective communication and collaboration between all NUSU departments when required;
- Complete any other task as assigned by the either the Board of Directors, and/or Executive Committee.

### **Terms of Office**

The term for the Vice-President Finance is one (1) year, commencing on May 1, and concluding on April 30. The elected individual must complete a minimum of forty (40) hours of shadowing the current Vice-President Finance before they commence their term.

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

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

### **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.