



POSITION DESCRIPTION

POSITION TITLE: Vice-President, Finance and Administration

REPORTS TO: Executive Committee, and the Board of Directors

SALARY RANGE: Starting at \$23,230

EDUCATION: Attaining a Post-Secondary Degree

QUALIFICATIONS: Currently enrolled at Nipissing University as per Nipissing University by-laws. Must be 18 years old at the time of running for this position.

SUMMARY:

As the Treasurer of the Corporation, the head of the Finance and Administration department, and the supervisor of the Student Health Plan, the Vice-President, Finance and Administration is primarily focused on the financial and administrative components of NUSU. This includes the construction of the annual budget, ensuring that proper accounting procedures are in place, addressing student concerns related to the Health Plan, and any other recommendations regarding finances and the Health Plan. The individual, who reports to both the President, and the Executive Committee, shall be highly motivated, have the ability to commit to a cooperative work environment, demonstrate organizational skills, have an exemplary work ethic, and demonstrate to not only have interpersonal skills, but to build connections with others while creating a supportive team atmosphere.

The individual shall also act with a respectful degree of professionalism, and shall strive to achieve the following:

- Act in the best interests, and in accordance with all by-laws, policies, and procedures of NUSU;
- Prepare or assist with various reports, and documentation for the Board of Directors and Executive Committee;
- Develop suitable departmental goals, both long term and short term;
- Maintain proper financial practices, be feasibly responsible within budgetary restrictions;
- Maintain proper 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 pertain to the role of the Vice-President of Finance and Administration. 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 demonstrates financial responsibility;
- Gathering feedback from employees and members of NUSU in order to create an annual operational budget that shall be beneficial for the needs of the student body;
- Present budgets and year-to-date financial statements that are fiscally responsible 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 that 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;
- Report financial decisions to the Board of Directors that have been made on behalf of the Executives;
- Endorse all cheques and purchase orders with the President or one other Executive;
- Represent NUSU on the Board of Governors.

Health Plan

- Responsible for the management of the Student Health Plan;
- Ensure that all relevant information pertaining to the Student Health Plan is made readily available to the student body;
- Responsible for Student Health Plan Fees;
- Promoting Awareness of the Student Health Plan in collaboration with the Vice-President, Advocacy and Awareness;
- Ensure that students' concerns are addressed in regards to the

Student Health Plan.

Sponsorship

- Responsible for the implementation, acquisition and continuation of sponsorship;
- Primary liaison with sponsors;
- Work in collaboration with the Department of Services on event requirements and sponsorship needs;
- Work in collaboration with the Department of Communications on promotion and advertising of sponsorship;
- Ensure continued communication with sponsors is maintained throughout the term.

Supervisory

- Department Head of the Finance and Administration department, overseeing the Director of Finance, the Bookkeeper, Administrative Assistant and the Office Assistant(s);
- Ensure that all employees within the Finance department are fulfilling their job descriptions to the best of their ability;
- Effectively and regularly communicate with members within the department, while also meeting regularly.

Collaboration

- Meet regularly with the President, other Executives and staff on financial matters;
- Effectively communicate and inform the rest of NUSU on all related business;
- Make recommendations to the Executives regarding the financials which will help the Executive collectively make their final decision;
- Develop working relationships with various parties within the University to promote responsible, feasible financial decisions;
- Openly receive feedback from other members of NUSU, the Nipissing University community, and the broader North Bay community, while establishing and maintaining working relationships;
- Promote effective communication and collaboration between all NUSU departments when required;
- Be the main point of contact between NUSU and legal counsel if deemed necessary;

- Complete any other tasks assigned by either the Board of Directors and/ or Executive Committee.

Terms of Office

The term for the Vice-President, Finance and Administration is one (1) year, starting on May 1st, and concluding on April 30th of the following year. The elected individual must complete a mandatory minimum of twenty five (25) hours of shadowing with the current Executive Committee before they commence their term.

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

- During the summer months from May 1st- September 1st, 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, 8:30 am to 4:30 pm).
- Complete a Mandatory twenty five (25) hours of transition training with the incoming executive before May 1st.

Committee Membership

- NUSU Board of Directors;
- NUSU Executive Committee;
- Chairperson of the NUSU Audit and Finance Committee;
- Chairperson of the NUSU Sales and Merchandise Committee;
- NUSU Governance Committee (Member);
- Nipissing University Board of Governors Audit and Finance Committee (Voting Member);
- Nipissing University Board of Governors Fundraising Committee (Voting Member);
- Any other committee appointed to.