



# Finance Director

*Associated Students of Whitworth University*

## Tasks and Responsibilities

---

- a. Advise all members of the ASWU in financial matters.
- b. Assist ASWU staff in planning, implementing, and evaluating student activities.
- c. Keep records pertaining to all of ASWU's finances.
- d. Balance the petty cash and deposits daily, assist the Program Assistant in making sure books are accurate with Whitworth's business office.
- e. Be responsible for the supervision of the bookkeeping and, in conjunction with the director of student activities, for the hiring of the Student Activities Program Assistant.
- f. Work closely with the Student Activities Program Assistant on all financial matters of the ASWU.
- g. Serve as chairperson of the Finance Committee.
- h. Each spring, the newly elected financial vice-president will Co-Chair a Budget Committee for the following year.
- i. Print out and maintain the ASWU budget throughout the year.
- j. Keep the Financial Standard Operating Procedures of the ASWU current.
- k. Keep eight regular office hours in his/her office per week.
- l. Spend time in residence halls once every other week.
- m. Attend the spring leadership retreat.
- n. Arrive approximately two weeks before the commencement of the fall semester for training and assist in planning the ASWU fall retreat.
- o. Assist the Traditional Events Coordinator with Homecoming.
- p. Assist the ASWU team in leading Springfest and other campus-wide programs;
- q. Attend all meetings of the executive council, Assembly, and the biannual meetings of the Board of Trustees
- r. Participate in the planning and teaching of GE 330 when necessary
- s. Register for the GE 330 leadership class for both the fall and spring semester

## Qualifications

---

- a. Effective communication skills in order to teach accounting procedures and policies to students.
- b. The ability to run both large and small group meetings.
- c. The ability to listen, understand, integrate, and report back the ideas and concerns of constituents.

- d. Organizational and time management skills, especially the ability to attend to large amounts of detail, numbers, and accounting data.
- e. The ability to relate to all members of a diverse student population.
- f. The ability to motivate, delegate, and follow-up with students on committees and task forces.
- g. Accounting experience or proficiency with numbers
- h. A working knowledge of the ASWU governing bodies and the policies, procedures, and operations of the ASWU and Whitworth University.
- i. Self-motivated, self-starter that can work without a lot of direct supervision.
- j. Extreme responsibility, accountability, and reliability in working toward the completion of job responsibilities.
- k. The ability and desire to work closely with other leadership positions, the director of student activities, faculty club advisors, staff, and administrators.
- l. Be an undergraduate student enrolled in at least 12 semester units.

## **Compensation**

---

80 hours/month at minimum wage for 8 months