

Vice-President, Finance

Job Description



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Title of Position	Vice-President, Finance
Portfolio	Executive Council
Services	<ul style="list-style-type: none">• Associate Vice-President, Finance• Financial Commission
Summary	<p>The VP Finance will work on a variety of items, including financial strategy, financial management, financial decision making, budget development, budget management, auditing, team management, and relationship management with the AMS Finance Department. The VP Finance will play a pivotal role in the CUS, acting as the lead financial expert while working with the Budget Committee to develop and manage the overall budget. Ability to take initiative and work under little supervision is required.</p>
Time Commitment	Approximately 20-25 hours per week
Term of Employment	April 2018 – April 2019 (Onboarding starts February 2018)
Main Responsibilities	<p>The Vice-President, Finance, is responsible for:</p> <ul style="list-style-type: none">• Liaising with all services and the Budget Committee to create the preliminary and final budgets for the undergraduate society.• Developing an ongoing financial strategy for the CUS.• Assisting in developing pricing and cost strategies for all CUS activities.• Conducting financial analysis and preparing detailed financial reports and statements.• Reviewing internal controls in regards to reimbursement policies and spending procedures.• Ensuring compliance with financial legislation and procedures as per the terms of the AMS financial policies.• Recruiting, selecting, and managing the Associate Vice-President Finance and Finance Commission.• Managing accounting and financial systems and maintaining full and accurate accounting records.• Exploring new ventures and opportunities for the CUS to fund/support.• Facilitating regular meetings with portfolio members and support their work. <p>All members of the Executive Council are responsible for:</p> <ul style="list-style-type: none">• Attending weekly Executive Council meetings and monthly Board of Directors meetings.• Facilitating meetings with commission and support their work.
Qualifications	<ul style="list-style-type: none">• Excellent communication skills, interpersonal skills, organizational skills, and project management skills. Adept in strategic management and problem solving.

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	<ul style="list-style-type: none">• Have a fundamental understanding of finance and accounting.• Experience in creating and managing a budget.• Analytical skills to review information, detect anomalies, and investigate and resolve discrepancies.• Ability to understand and analyze financial statements of an organization and report on the findings.• Superior time management skills to manage multiple projects at once.• Possess Initiative, vision, and tenacity for funding initiatives.• 3rd or 4th year student with Intermediate Financial and Managerial Accounting is an asset, but not required• Completion of Principles of Auditing is an asset, but not required.
Anticipated Learning Outcomes	<p>The VP Finance should expect to gain hands-on experience in an influential leadership and project management role as well as exercise financial acumen in decision making. In addition, the VP Finance should expect opportunities to use and develop skills in the following (but not limited to) areas:</p> <ul style="list-style-type: none">• Leadership Team Management• Financial Acumen (Financial analysis, reporting, and auditing)• Communication with various stakeholders• Problem solving and Strategy
Anticipated Projects	<ul style="list-style-type: none">• Budget development• Regular monitoring of budgets and actual expenditures• Revamping the reimbursement process• Management of special project funding requests• Integration of new financial systems and technologies through the AMS
Application Process	<p>Submit the following information to cus.hiring@gmail.com no later than Thursday, February 8th at 11:59 PM:</p> <ul style="list-style-type: none">• A one-page resume outlining your most relevant experiences• Save the document using the naming convention, Position_LASTNAME_Firstname.pdf• A cover letter addressing the following:<ul style="list-style-type: none">○ Why do you want to be involved in the CUS?○ How do you see the VP Finance playing a role in creating an organization that is more connected with its students, CUS services and clubs?○ Why do you think you would be an excellent candidate for the position?• Any supplemental materials you would like the Hiring Committee to review along with your application. <p>Please contact cus.hiring@gmail.com if you have any additional questions or concerns.</p>