

## Vice-President, Finance

### Job Description



<b>Title of Position</b>	<b>Vice-President, Finance</b>
<b>Portfolio</b>	Executive Council
<b>Services</b>	<ul style="list-style-type: none"><li>• Associate Vice-President, Finance</li><li>• Financial Commission</li></ul>
<b>Summary</b>	<p>The VP Finance will work on a variety of items, including financial strategy, financial analysis, financial decision making, auditing and team management.</p> <p>The VP Finance will play a pivotal role in the CUS, acting as the lead financial expert while working with the Budget Committee to manage the overall budget. Ability to take initiative, as well as working under little supervision is required.</p>
<b>Time Commitment</b>	Approximately 15-20 hours per week
<b>Term of Employment</b>	May 2014 – May 2015
<b>Main Responsibilities</b>	<p>The Vice-President, Finance, is responsible for:</p> <ul style="list-style-type: none"><li>• Responsible for liaising with all services and events to create the annual budget</li><li>• Participate in and lead the provision of effective strategic financial planning and information</li><li>• Assist in develop pricing and cost strategies for all CUS activities</li><li>• Conduct financial analysis and prepare detailed financial reports and statements</li><li>• Review internal controls and procedures in regards to reimbursement policies and spending procedures</li><li>• Ensure compliance with financial legislation, policies, and procedures and adhere to the terms of AMS financial policies</li><li>• Recruit, select, and manage the Associate Vice-President Finance and Finance Commission</li><li>• Manage accounting and financial systems and maintain full and accurate accounting records</li><li>• Explore new ventures and opportunities for the CUS to fund/support</li><li>• Facilitate meetings with portfolio members and support their work</li></ul> <p>All members of the Executive Council are responsible for:</p> <ul style="list-style-type: none"><li>• Holding weekly office hours.</li><li>• Attending weekly Executive Council meetings and monthly Board of Directors meetings.</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Adept in strategic management</li><li>• Have a fundamental understanding of finance and accounting</li><li>• Experience in creating and managing a budget</li><li>• Ability to multitask</li></ul>

	<ul style="list-style-type: none"> <li>• Initiative, vision, and tenacity for funding initiatives</li> <li>• Strong interpersonal skills, organizational skills, and project management skills</li> <li>• Excellent communication skills</li> <li>• Professional email/ phone correspondence</li> <li>• 3rd or 4th student with Intermediate Financial and Managerial</li> <li>• Accounting or Finance Preferred</li> </ul>
<b>Anticipated Learning Outcomes</b>	<p>The VP Finance should expect to gain hands-on experience in an influential leadership and project management role as well exercise financial acumen in decision making.</p> <p>In addition, the VP Finance may expect opportunities to use and develop skills in the following (but not limited to) areas:</p> <ul style="list-style-type: none"> <li>• Team Management Skills</li> <li>• Financial Acumen (Financial analysis, reporting, and auditing)</li> <li>• Communication skills with various stakeholders</li> <li>• Leadership and Strategy</li> <li>• Communication Skills / Listening Skills</li> </ul>
<b>Anticipated Projects</b>	<ul style="list-style-type: none"> <li>• Regular monitoring of budgets and actual expenditures</li> <li>• Integration of new financial systems and technologies through the AMS</li> </ul>
<b>Application Process</b>	<p>Submit the following information to <b>Richard Wong, Human Resources Director</b> at <a href="mailto:richard.wong@cus.ca">richard.wong@cus.ca</a> no later than Tuesday, February 18<sup>th</sup> at 8:00 P.M.:</p> <ul style="list-style-type: none"> <li>• A <b>one-page resume</b> outlining your most relevant experiences</li> <li>• A cover letter addressing the following: <ul style="list-style-type: none"> <li>○ Why do you want to be involved in the CUS?</li> <li>○ Why do you think you would be an excellent candidate for the position?</li> </ul> </li> <li>• Any supplemental materials you would like the Hiring Committee to review along with your application.</li> </ul> <p>Please contact the <b>Human Resources Director</b> if you have any additional questions or concerns.</p>