

Vice President of Finance Affairs



Title of Position	Vice-President of Finance and Operations
Term of Employment	May 1 2011 – April 30 2012
Time Commitment	Approximately 20-25 hrs/week throughout the school year. (~30-40 hrs/week during summer; mandatory summer availability)
Position Summary	The VP Finance and Operations will work on a variety of aspects, including financial strategy, financial analysis and auditing, and team management. The VP Finance and Operations will play a pivotal role in acting as the lead financial expert and effectively managing the overall budget in the MUS
Portfolio	<ul style="list-style-type: none"> • Executive Council • Financial Services (Dave's Store)
Main Responsibilities	<ul style="list-style-type: none"> • Participate in the provision of effective strategic financial planning and information • Develop pricing and cost strategy for MUS events and conferences • Attend MUS Executive Council meetings and Board of Director meetings • Conduct financial analysis and prepare detailed financial reports and statements • Review, maintain and enforce internal controls and procedures in regard to reimbursement policy and spending procedures • Ensure compliance with financial legislation, policies, and procedures and adhere to the terms of SSMU policies • Provide expertise in budgeting • Manage accounting and financial systems and maintain full and accurate accounting records • Explore new ventures and opportunities for the MUS to fund/support • Facilitate meetings with portfolio members and support their work
Qualifications	<ul style="list-style-type: none"> • Minimum GPA of 2.5 • Adept in strategic financial planning • Have a fundamental understanding of finance and accounting • Experience in creating and managing a budget • Initiative, vision and tenacity for funding initiatives for the MUS to grow • Strong interpersonal skills, organizational skills and project management skills • Excellent communication skills; professional email/phone correspondence • Preferred Qualifications: 3rd or 4th year student with Accounting knowledge
Anticipated Projects	<ul style="list-style-type: none"> • Encourage sponsorship applications • Clear tax debt • Increase transparency • Better integrate MUS clubs into financials of MUS