

**Director of Finance**

Job Description

# Job Summary

The Director of Finance complies with financial and accounting policies, prepares the budget, looks after the overall management of financial operations, and assists in preparing the yearly proposal for sponsorship funds. He/she plans, organizes, and controls the use of financial resources throughout the CAA.

# Essential Functions

* Attends all CAA Executive Meetings
* Manage financial resources; conducts strategic resource planning with the President and CAA team
* Forecasts CAA budget and expenses on yearly intervals
* Acts as the sole liaison that submits receipts to CSB faculty
  + Makes invoice payments
* Creates and maintains financial records
* Prepares the financial section of annual reports given to the Board of Directors
  + Provides financial records, analytical graphs/charts, rationale for spending, ROI implications
* Ensures the compliance of financial policies, procedures, and regulations from CUBES and Associations
* Creates the budget proposals for any potential sponsorships
* Assist President and CAA members with planning and executing CAA events as needed

# Working Conditions

The Director Finance spends a vast amount of time on the computer (i.e. data entries, emails, etc.), in meetings, and also at events.

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| Time commitment | 3-4 hours per week |
| Duration | 12 months  (April – April of the next year) |

# Qualifications and Skills Required

* BFIN 141 & BFIN 142
* Professional communication skills
* Independent and proactive worker
* Very proficient in Excel
* Proficient in Microsoft Office (Word, and PowerPoint)
* Proficient in Gmail, and Google Docs
* Comfortable with giving constructive feedback
* Organized and meticulous

# Personal Benefits

* Networking with business student body
* Networking with the business community
  + Potential job offers and career advancement
* Extracurricular activity to enhance your resume
  + Benefits career and getting scholarships
* Gain practical experience in:
  + Accounting
  + Financial management
  + Budgeting
  + Cash and Risk Management
* Experience ensuring operational effectiveness
* Improvement of leadership skills
* Gain valuable strategic thinking experience