



# Financial Vice President

## *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 Office 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 ASWU bookkeeper.
- f. Work closely with the ASWU bookkeeper on all financial matters of the ASWU.
- g. Serve as chairperson of the Finance Committee, Club Chartering Committee, and the Club Council.
- h. Hold monthly meetings for the Club Council and arrange for a weekly report of club activities to the Assembly.
- i. Each spring, the newly elected financial vice-president will Co-Chair a Budget Committee for the following year.
- j. Print out and maintain the ASWU budget throughout the year.
- k. Keep the Financial Standard Operating Procedures of the ASWU current.
- l. Keep eight regular office hours in his/her office per week.
- m. Spend time in residence halls once every other week.
- n. Attend the spring leadership retreat.
- o. Arrive approximately two weeks before the commencement of the fall semester for training and assist in planning the ASWU fall retreat.
- p. Assist the Special Events Coordinator with Homecoming.
- q. Assist the ASWU team in leading Springfest and other campus-wide programs;
- r. Attend all meetings of the executive council, Assembly, and the biannual meetings of the Board of Trustees
- s. Participate in the planning and teaching of GE 330 when necessary
- t. Register for the GE 330 leadership class for both the fall and spring semester
- u. Meet with Program Assistant to Student Activities prior to hiring.

### 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.

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

**Compensation :** 80 hours/month paid for 8 months

## Questions

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