



Position Description Clubs and Constituencies Financial Administrator

Position Title:	Clubs and Constituencies Financial Administrator
Reports to:	Associate Vice President of Finance & Associate Vice President Administration
Supervises:	none
Length of Term:	May 1st, 2016- May 30th 2017
Hours a week:	15
Salary:	\$10.50 per hour

Position Overview

The office of the AMS Vice-President Finance is responsible for all financial matters of the organization, including all AMS clubs and constituencies. The position of the Clubs and Constituencies Financial Administrator demands a detail-oriented individual with strong communication skills, as their primary duty is to assist clubs and constituencies with their finances, oversee their budgeting process, and train club and constituency treasurers.

In addition, the Clubs and Constituencies Financial Administrator will act as liaison between the clubs' and constituencies' treasurers and the Student Administrative Commission (SAC). This involves working directly with SAC to update forms and handbooks, as well as reporting on the financial status of clubs and constituencies.

Duties and Responsibilities

- Directly reports to the Associate Vice-President of Finance and Associate Vice-President Administration
- Coordinate the Clubs, Constituencies, and Resource Groups budget submission process; review the budgets on behalf of Vice- President of Finance
- Assist clubs and constituencies in the preparation of their budgets
- Monitor clubs and constituencies accounts to ensure that the clubs and constituencies are financially responsible
- Conduct orientation and authorization of all treasurers
- Update the Treasurer's Handbook
- Act as liaison between the clubs' and constituencies' treasurers and the Student Administrative Commission
- Communicate with the clubs and constituencies with regards to financial matters
- Perform other tasks and duties as assigned by the Associate Vice- President of Finance and Associate Vice-President Administration

Qualifications and Experience

- Strong writing skills
- Strong interpersonal and communication skills
- Strong organizational skills
- Accuracy and efficiency in data entry
- Strong attention to detail
- Proficiency in MS Office Suite
- Experience and knowledge of the AMS financial systems and procedures is an asset
- Knowledge of issues at UBC is an asset



Student Society
of UBC Vancouver

- Must be a UBC student