



Student Society  
of UBC Vancouver

## Position Description Associate Vice President of Finance

Position Title:	Associate Vice President of Finance
Reports to:	Vice President of Finance
Supervises:	Funds and Grants Administrator; Clubs and Constituencies Financial Administrator
Length of Term:	May 6, 2015- April 30 2016
Hours a week:	20
Salary:	\$11.25 per hour

### Position Overview

The office of the AMS Vice- President Finance is responsible for all financial matters of the organization, the AMS Sustainability Office, the AMS/GSS Health and Dental Plan, AMS Businesses, as well as all financial matters of our clubs and constituencies. The position of the Associate Vice President Finance demands a multitasking individual with diverse experiences who will act as project enabler and advisor to the vice president. The AVP will be involved with several important projects and initiatives in the portfolio

The Associate VP Finance will assist the VP Finance in overseeing projects within the portfolio, tracking spending, and/or preparing communication materials from the portfolio. The AVP Finance may also be asked to attend meetings on behalf of the VP Finance, and liaise with AMS committees.

### Duties and Responsibilities

- Report directly to the Vice- President Finance of the AMS
- Assist and advise the Vice- President of Finance in carrying out their political and administrative duties, and other directives of the AMS Council.
- Assist the Vice-President of Finance with the budgeting process
- Supervise two employees and support them in carrying out their administrative duties
- Help organize and direct special events or projects within the portfolio or at the discretion of the Vice-President of Finance
- Oversee the accounts of clubs, constituencies and other groups to ensure they do not incur unauthorized debts and ensure they are fiscally responsible to their members.
- Work with the Finance Commission, Student Administrative Commission, and Sustainability Coordinator to achieve the goals and objectives of the portfolio
- Assist with day-to-day administrative duties
- Prepare presentations and research when directed by Vice- President of Finance
- Attend meetings as a proxy for the Vice- President of Finance when necessary;
- Act as vice- chair of the Finance Commission
- Perform other tasks and duties as assigned by the Vice- President of Finance

### Qualifications and Experience

- Strong writing and verbal communication skills
- Strong interpersonal and communication skills
- Strong organizational skills
- Interest in the Financial goals of the AMS and its business units
- Event organization and preparation
- Ability to work independently



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- Experience and knowledge of the AMS financial systems and procedures
- Knowledge of issues at UBC is an asset
- Must be a UBC student