



Position Description

Position title: Financial Systems Coordinator
Reports to: Vice-President Finance
Employee status: Hired
Length of term: May 1 2017 – April 30 2018
Hours per week: 15
Compensation: \$12.17 per hour

Position Purpose

The System Project Coordinator works to implement and monitor information technology projects that improve financial systems for the society and student subsidiary organizations (clubs, constituencies, and resource groups)

Duties and Responsibilities

- Oversee financial technology programs that assist clubs and constituencies in financial processing (BMO Spend Dynamics, Square, Rezgo, SharePoint)
- Prepare project plans, monitor scope and schedule to ensure successful project delivery
- Explore opportunities to implement a new invoice management solution
- Coordinate with software solutions provider and Finance Committee to introduce and train subsidiary treasurers on new financial reporting system
- Establish and complete a sustainable mechanism for an internal audit process of the Society's fixed assets, including subsidiary organizations
- Attend weekly meetings of the Information Technology Committee
- Working with the AMS mission statement and values to operate a successful department
- Assist Vice-President Finance in implementing and delivering any technology related projects that improve financial systems for the society
- Other duties as required

Qualifications and Experience

- Must be a currently registered student at UBC Vancouver or one of its affiliated colleges
- Knowledge of AMS club and constituencies issues
- Strong interpersonal and communication skills
- Proven ability in fast-paced financial offices
- Strong organizational skills and detail orientated
- Comfort in working in a technical environment
- Professional conduct
- Ability to work independently, under pressure and meeting deadlines
- Working knowledge of Microsoft SharePoint, Dynamics GP, Square,
- Advanced knowledge of AMS fiscal procedures and policies is an asset