CU Student Government Director of Finance

I. Employment Conditions:
   a. CU Student Government fee-paying student during all times of employment
   b. Hired by CU Student Government Executives
   c. Ratified by CU Student Government Legislative Council

II. Job Responsibilities:
   a. Monitor and track expenditures of CU Student Government Proper on a weekly basis
   b. Submit weekly finance reports to Executives and make recommendations on proper expenditure of student fee dollars
   c. Write and present all SOR and Fund Balance requests for CU Student Government Proper to Finance Board
   d. Track CU Student Government payroll and staff hours
   e. Prepare CU Student Government quarterly reports in a timely manner and present to Finance Board.
   f. Report to Legislative Council following quarterly reports
   g. Prepare a sound annual budget for CU Student Government Proper, allowing the next Executives to function to the best of their ability.
   h. Be available in the office to work with students while working on student government responsibilities at a reoccurring weekly time
   i. Attend campus events representing CU Student Government
   j. Attend all meetings including but not limited to:
      i. Cabinet meetings
      ii. Department meetings
      iii. Staff meetings
      iv. Finance Board as an Ex-Officio member

III. Qualifications:
   a. A passion and desire to serve fellow students
   b. Exceptional interpersonal skills such as communication, teamwork, facilitation, and leadership
   c. Strong organizational skills
   d. Comprehensive understanding of finance and accounting principles
   e. Comprehensive understanding and comfort working with Microsoft Excel

IV. Goals:
   a. Goals will be developed in collaboration with the Executives.

V. Evaluation:
   a. Fulfillment of all job responsibilities
   b. Fulfillment of goals set forth by Executives

VI. Wages:
   a. This position is structured as a student assistant III, starting at step I.
b. No more than twenty hours per week will be required during the academic year. If hired for the summer, hours will be negotiated with the Executives, depending upon responsibilities and availability.
   i. If the employee feels there is a need to work more hours in a given week, written permission must be obtained from the Executives.

   c. Failure to turn timesheets in on time will result in no pay for that pay period.

   VII. Terms for Dismissal:
      a. Failure to fulfill job responsibilities and goals set forth by the Executives
      b. Inadequate performance of assigned duties
      c. Dishonesty and/or lack of integrity in job-related activities

   VIII. Dismissal Actions Entail:
      a. Written or verbal warning by Executive(s)
      b. If dismissible behavior continues after a warning by Executive(s) said staff member’s employment will be terminated with a 2/3 agreement of Executives.