ASCSU Job Description
Associated Students of Colorado State University

**Director of Finance**

Shall receive compensation of $7400 for the fall/spring semesters and $800 for the summer semester.

**General Eligibility:**
All applicants for the Director of Finance shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Applicants should have a GPA of 2.25 minimum, but 2.75 cumulative preferred.

**General Responsibilities:**
The ASCSU Director of Finance is responsible for collaborating with the Controller and providing guidance on issues pertaining to the oversight and maintenance of financial matters of ASCSU. The Director of Finance will also chair the Board for student Organizational Funding. It is important that the Director of Finance is familiar with accounting and financial oversight, as well as ASCSU’s Financial policies.

**Supervision:**
The Director of Finance is directly accountable to the Students of Colorado State University via the Office of the President.

**Summer - Job Specific Tasks and Responsibilities:**
- Contribute **10 hours a week** during the summer period.
- Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
- Prepare Fall/Spring Board for Student Organization Funding (BSOF) recruitment process
- Coordinate with ASCSU administrative assistant and Controller to ensure all financial and payroll deadlines, paperwork, policies, training are executed.
- Prepare and understand all Board for Student Organization Funding bylaws, along with understanding processes for application.
- Develop a working relationship with relevant SLiCE student organization and financial staff members.

**Fall/Spring - Job Specific Tasks and Responsibilities:**
- Contribute a minimum of 20 hours throughout the workweek, **15 hours of which are required inside the ASCSU Office.** Work as many extra hours needed to fulfill job duties.
- Attend Cabinet meetings every Wednesday from 5:00-6:00 pm.
- Advise members of ASCSU on fiscal responsibility and expenditure efficacy.
- Chair the Board for Student Organization Funding.
- Submit BSOF balance reports weekly to the ASCSU President.
- Advise student organizations through orientations and workshops concerning the ASCSU
funding process and requirements.
• Ensure that funding guidelines are followed by ASCSU funded organizations, in coordination with the SLiCE Office.
• Maintain an effective working relationship with the SLiCE Accountants, and BSOF advisor.
• Assist student organizations in finding co-sponsorships and alternative funding methods. Help student organizations through other grant processes on and off-campus.
• Work to compile a list of fiscal notes from the suggestions of ASCSU officials and their own experiences to be delivered to the ASCSU President-elect, Vice President-elect, and Speaker of the Senate-elect for when that administration presents its budget to the Senate and the end of the academic year.
• Ensure that appropriate funding reviews and subsequent revisions take place among the ASCSU funded organizations.
• Other duties as assigned and/or required by the Office of the President.
• Coordinate with ASCSU administrative assistant to ensure all financial and payroll deadlines, paperwork, policies, training are executed in a prompt and timely manner.
• Submit an electronic copy of weekly ASCSU Director Report including general report items, important dates, and other project information every Friday.
• Maintain an effective working relationship with the SLiCE. And Controller.

General Tasks and Responsibilities:
• Attend the mandatory ASCSU Fall Retreat on August 10th, 11th, and 12th as well as the mandatory ASCSU Spring Retreat (date TBD). Attend mandatory ASCSU Executive Cabinet Leadership Retreat on May 14th. Attend SLiCE P-Card training May 15th.
• Attend other mandatory trainings as directed.
• Perform other tasks as assigned.
• Attend regular meetings with a member of the Office of the President.
• Work to promote the mission of ASCSU being a Steward of the ASCSU student fee.
• Maintain a work area that is professional and conducive to a pleasing work environment.
• Present a professional image of ASCSU.
• Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
• Be available to present ASCSU financial information to Senators available on request.
• Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Executive Bylaws.
• Follow all Colorado State University policies, including the Student Code of Conduct.

Basic Qualifications:
• Ability and interest to represent students of Colorado State University.
• General knowledge of finance and accounting.
• General knowledge of Microsoft Excel and formulas (preferred)
• Conduct oneself in a professional manner on and off-campus.
• Ability to work in a team based environment.
• Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.
- Ability to work independently, identify resources, and make independent decisions.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check.
- Have a fundamental understanding of accounting procedures.

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