

Job Title: Director of Finance

Department: Finance

Compensation:

- Summer: \$688
- Fall/Spring: \$9,114

Start Time:

- This position will begin working on June 1st, 2026 & end May 31st, 2027
- Cabinet will not be required to do work during university sanctioned holidays & federally recognized holidays (e.g. Labor Day, MLK day, Memorial Day, etc.)

Hours:

- Summer: 5 hours
- Fall/Spring: 15-20 hours

Job Description:

The ASCSU Director of Finance is responsible for providing guidance on issues pertaining to the oversight and maintenance of all financial matters of ASCSU. The Director of Finance shall serve as the primary liaison for all financial matters pertaining to ASCSU and shall ensure compliance with university financial policies and procedures. The Director of Finance shall chair the Board for Student Organization Funding (BSOF), which provides funding to student organizations on an as-needed basis, and shall oversee the financial integrity and procedural compliance of that board. Additionally, the Director of Finance shall be responsible for ensuring that all Directors and Associate Directors are using allocated funds appropriately, adhering to approved budgets, and accurately tracking expenditures. The Director shall oversee financial documentation, monitor spending practices, and ensure that all Executive members follow proper reporting and reconciliation procedures. It is important that the Director of Finance is familiar with accounting principles, financial oversight, and general CSU financial policies.

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. Candidates must have a GPA of 2.25 minimum unless they do not have a Colorado State GPA.

Preferred skills:

- Strong organizational and project management skills.
- Commitment to community-building and student-centered leadership.
- Ability and willingness to collaborate across departments and campus partners.
- Experience working in team-based leadership environments.
- Conduct oneself in a professional manner when representing ASCSU on and off campus.
- Strong written and verbal communication skills.
- Ability to take initiative, problem-solve, and work independently.
- Experience supervising, mentoring, or supporting peers.
- Commitment to transparency and accountability to the student body.

Basic Qualifications:

- Understanding of finance and accounting procedures.
- General knowledge of ASCSU and university issues.
- Ability to work in a team-based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.
- Ability to attend weekly Cabinet meetings and bi-weekly meetings with the Office of the President.
- Ability to commit consistent weekly hours to outreach, collaboration, and project follow-through.

Supervisions:

- The Director of Finance is directly accountable to the Students of Colorado State University via the Chief of Staff

General Responsibilities:

- Serve as the primary financial liaison and head ASCSU accountant in collaboration with the SLiCE Office.
- Complete P-Card training and prepare all financial systems, bylaws, applications, and recruitment processes for BSOF and Travel Grants prior to the academic year.
- Chair the Board for Student Organization Funding (BSOF) and the Travel Grant Committee, ensuring fair, compliant, and representative funding processes.
- Recruit and train diverse BSOF members and advise student organizations on funding guidelines, co-sponsorships, and fiscal responsibility.
- Submit regular financial and balance reports to the ASCSU President and ensure accurate budget tracking across all Executive positions.
- Oversee expenditure compliance and ensure Directors and Associates are properly documenting and using allocated funds.
- Collaborate with RMSMC leadership, the Director of University Affairs, and other campus partners to increase financial transparency.
- Evaluate the financial feasibility of executive initiatives and maintain open communication with the Legislative Branch and Budgetary Affairs Committee.
- Contribute a minimum of 15-20 hours per week, attend weekly Cabinet meetings, complete weekly reports, and document all work hours through the approved time-tracking system.
- Advance and implement initiatives that center equity, transparency, and collective stewardship, ensuring ASCSU programming intentionally uplifts marginalized voices, strengthens shared governance, and builds meaningful community across identities at Colorado State University.

Project Management:

- Oversees and chairs the Board for Student Organization Funding (BSOF) and the Travel Grant Committee.
- Manages preparation and implementation of BSOF and Travel Grant processes, including recruitment, applications, and bylaw compliance.
- Oversees financial transparency initiatives, including reporting and webpage updates.

- Tracks executive expenditures and ensures accurate financial documentation through approved time-tracking systems.

Collaboration:

- Advises ASCSU Directors, Associates, and student organizations on fiscal responsibility and funding procedures.
- Work with ASCSU Cabinet members to align programming with broader Executive priorities.