



Title: Vice President of Finance
Hours Per Week: 6-12
Support Payment: 1.6% of total administrative account budget
Length of Term: Fall and Spring Semester
2020-2021 Academic Calendar

Position Overview:

The Director of Finance shall serve as the comptroller overseeing all debits, credits, revenues to the council and compliance of financial policies.

Responsibilities

- I. Coordinate finance training (offered by the Center for Student Involvement) for Graduate Student Council Presidents and Treasurers at the start of the academic year
- II. Work with the President and the other members of the council to allocate initial funding to the individual councils via the budget process described in the governing documents
- III. Keep financial records of all income and expenditures in a method that is in accordance with American University's financial guidelines and generally accepted accounting practices
- IV. Apportion and freeze funds to the Graduate Student Councils in coordination with the Center for Student Involvement
- V. Communicate the Center for Student Involvement's spending request deadlines to the council
- VI. Serve as the official graduate representative to the following boards, committees and offices:
 - A. Office of Vice President of Finance
 - B. University Budget Committee
 - C. Board of Trustees Finance Committee
 - D. Student Library Endowment
- VII. Submit a financial report to the outgoing and incoming council and the Center for Student Involvement at the end of the year

Expectations

- I. Attend all "official" Graduate Leadership Council events, meetings, and activities
- II. Communicate regularly and effectively with council members and the Center for Student Involvement
- III. Meet biweekly with the Center of Student Involvement
- IV. Contribute to a positive work environment
- V. Consistently demonstrate passion and service to the graduate community
- VI. Fulfill all responsibilities assigned to the position