



Associated Students of Whitworth University

Job Description

Financial Vice President

ASWU Financial Vice President

8 Months

80 hours/month

Salary: up to 40% of tuition

The Financial Vice President shall:

- a. To Advise all members of the ASWU in financial matters
- b. Assist in training and evaluation of ASWU leaders
- c. Assist ASWU staff in planning, implementing, and evaluating student activities
- d. Keep records pertaining to all of ASWU's finances
- e. Be responsible for the supervision of the bookkeeping and, in conjunction with the director of student activities, for the hiring of the ASWU bookkeeper
- f. Work closely with the ASWU bookkeeper on all financial matters of the ASWU
- g. Serve as chairperson of the Finance Committee and the Club Council
- h. Hold monthly meetings for the Club Council and arrange for a weekly report of club activities to the Assembly
- i. Each spring, the newly elected financial vice-president will form and chair a Budget Committee for the following year
- j. Print out and maintain the ASWU budget throughout the year
- k. Keep the Financial Standard Operating Procedures of the ASWU current
- l. Keep eight regular office hours in his/her office per week
- m. Spend time in residence halls during duty hours
- n. Arrive approximately two weeks before the commencement of the fall semester for training and attend the spring leadership retreat
- o. With the other executives, coordinate Community Building Day, Homecoming, the ASWU fall and spring retreat, and Springfest
- p. Attend all meetings of the executive council, Assembly, and the biannual meetings of the Board of Trustees
- q. Participate in the planning and teaching of GE 330
- r. Register for the GE 330 leadership class for both the fall and spring semester

The Financial Vice President candidate shall possess the following qualifications:

- a. At least one semester of college accounting
- b. Effective communication skills in order to teach accounting procedures and policies to students
- c. The ability to run both large and small group meetings
- d. The ability to listen, understand, integrate, and report back the ideas and concerns of constituents
- e. Organizational and time management skills, especially the ability to attend to large amounts of detail.
- f. The ability to relate to all members of a diverse student population
- g. The ability to motivate, delegate, and follow-up with students on committees and task forces

- h. A working knowledge of the ASWU governing bodies and the policies, procedures, and operations of the ASWU and Whitworth University
- i. Self-motivated, self-starter that can work without a lot of direct supervision
- j. Extreme responsibility, accountability, and reliability in working toward the completion of job responsibilities
- k. The ability and desire to work closely with other leadership positions, the director of student activities, faculty club advisors, staff, and administrators
- l. It is encouraged that the executive officers should live on campus during their term in office
- m. Be an undergraduate student enrolled in at least 12 semester units