



Revised 4/28/2023

## **Student Government Position Description**

**Title:** Director of Finance

**Compensation:** A leadership stipend of \$2,000/year is paid out in bi-weekly disbursements

**Function:** The Director of Finance is the strategic financial planner for all operations of the Gordon College Student Association (GCSA) and is a critical member of the Student Body President's leadership team. While managing a student association budget of approximately \$100,000 for over 30 active student clubs and organizations, the Director of Finance serves as treasurer and controller of GCSA.

### **Description of Duties and Tasks:**

1. Under the general direction of the Student Body President, the Director of Finance plans, organizes, directs and controls the financial operations and activities of GCSA
2. In collaboration with the Student Senate, the director coordinates the annual budget process for GCSA, which includes training for club and organization leaders on how to apply for funding, overseeing a fair application process with various deadlines for submissions and appeals, and ensuring clear communication about the budget process with students across GCSA.
3. In collaboration with the Student Body Vice President, the director monitors the GCSA budget throughout the year, including club and organization spending trends, and makes recommendations to the Student Senate on how adjustments should be made to the budget to ensure funds are being wisely stewarded
4. Regularly (at least twice per week), carries out financial administrative duties, such as processing requests for reimbursement, online orders, and other financial requests that come from various officers of GCSA or student organization leaders
5. Attends weekly Student Government meetings, including Student Senate and other team meetings
6. Provides regular financial reports to the Student Body President, Vice President, and the Student Senate
7. In collaboration with the GCSA staff advisor and the Vice President, provides regular information and training to club and organization leaders on finances, including the reimbursement and online ordering process.
8. Supports all student organization leaders on their financial matters and inquires with professionalism and spirit of customer service

### **Requirements**

Applicants must be undergraduate students at Gordon College who are planning to take courses at Gordon for both the Fall and Spring semesters.

### **Skills needed:**

This position requires a motivated student who is committed to serving the Gordon Community and our club leaders. Ideal applicants should possess strong communication skills and the ability to work collaboratively with a team. A commitment to the mission of GCSA Student Government is a must. A background in finance or accounting is preferred, but not required.