



## **Associated Students of Western Washington University**

AS Business Office

AS Business Director

### **About the Position**

The Business Director acts as a liaison between the Associated Students (AS) Board of Directors and the employees of the organization for all problems and concerns dealing with the day-to-day financial operations of the AS. The Business Director also works towards ensuring responsible and ethical use of student funds by serving as the primary operational interpreter of AS financial policies and the intent of budget allocations.

### **Position Classification**

Directors are responsible for coordinating the activities of different programs in a large department to ensure quality programming and/or efficient use of student resources. Specific duties include: establishing departmental goals, departmental training, program approval, personnel management and supervision, departmental budget authority, communication among employees, coordination of programs efforts, and conflict resolution. These positions operate under the management direction of the AS Board of Directors.

### **About the Department**

The AS Business Office is responsible for facilitating the day-to-day financial operations of the AS, approving expenditures, managing program and club accounts, and advising the AS Board of Directors on all financial matters of the organization.

### **Terms of Position**

This is a four quarter position. This position starts the Monday before summer classes begin and ends the Friday of finals week the following spring quarter. This position works an average of 19 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is neither required nor expected to work during intersession, winter break or spring break.

### **AS Employment Qualifications**

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

### **Preferred Qualifications**

- Prior experience with managing volunteers or employees
- Budget management knowledge or experience
- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions
- Strong interpersonal skills

- Conflict management knowledge or experience
- Basic computer skills including MS Word, Excel, Publisher and Outlook
- Basic knowledge of department and position specific responsibilities

### **AS Employment Responsibilities**

- Serve the membership of the Associated Students in a professional and ethical manner by:
  - o Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
  - o Attending all AS staff development events: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments,
  - o Being knowledgeable of the AS organization and its general operations,
  - o Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
  - o Working with supervisor and Personnel Director to revise and update position job description.
  - o Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder,
  - o Developing and maintaining a legacy document as required by the AS Employment Policy.

### **AS Business Office Responsibilities**

- Facilitate the day-to-day financial operations of the AS by:
  - o Processing funding requests and transfer forms on a timely basis
  - o Coordinating with VU Finance Office in AS financial matters
  - o Assisting employees and club members in financial process and procedures
  - o Serving as an informational resource on AS fiscal policies and procedures
  - o Developing and enhancing office processes and procedures on a continual basis
  - o Communicating any changes and updates in policies and procedures to AS employees and clubs

### **Position Responsibilities**

- Facilitate the financial activities of the AS Programs and Offices by:
  - o Authorizing Expenditure Requests, Transfer of Funds Forms and Petty Cash Vouchers which meet the policy and procedures set forth by the AS Board of Directors, and are consistent with the intent of the AS Budget Allocations
  - o Conducting Fall Quarter seminar for training all AS Employee Budget Authorities, plus Budget Authority orientations whenever needed
  - o Interpreting and enforcing AS fiscal policies and procedures in the best interest of the student body
  - o Updating, revising and publishing the Budget Authority Guide
  - o Improving and enhancing office processes and procedures
  - o Coordinating and closely working with VU Finance Office on all fiscally related processes and procedures
  - o Devoting at least a total of 19 hours per week to AS Business
  - o Establishing and maintaining a minimum of 10 office hours per week

- o Maintaining a database of authorized AS Programs Budget Authorities and communicating important information and updates as needed
  - o Updating Business Office webpage regularly with relevant resources and information
  - o Exercising independent judgment in interpreting Associated Students fiscal policies as they apply to expenditures of AS funds
  - o Coordinating all special budgeting processes requested by the AS Board of Directors
  - o Updating and revise all E-sign forms as needed during summer
  - o Performing other duties as assigned
- Contribute to the improvement and enhancement of the overall AS organization by:
    - o Recommending improvements and/or changes to AS Fiscal Policies to the AS Board of Directors
    - o Being available to AS Organizations, Councils, and the AS Board to assist them with financial matters
    - o Working with AS President and the ASVP of Business and Operations on finance and budgeting issues
    - o Serving as a voting member on the Management Council
    - o Attending and providing a Financial Report at each regular session of the AS Board of Directors meetings as to what major business, regarding the AS, has been conducted by the Business Director
    - o Providing training to the incoming Business Director during Spring Quarter
- Set the Operational Budget of the AS for the next fiscal year (As a recommendation to the AS Board) by:
    - o Putting together the AS Budget Committee
    - o Serving as the Chairperson to the AS Budget Committee
    - o Managing the annual budgeting process for the following year's activities with the ASVP of Business and Operations
    - o Maintaining and developing the Budget Proposal Systems

**Wage**

Starting hourly rate of \$14.29.

**Reportage**

This position reports directly to ASVP of Business and Operations.

This job description is subject to change in accordance with the AS Employment Policy.

The Associated Students is an Equal Opportunity Employer.

Revised on February 28, 2013 by motion ASB-13-W-21.