

JOB DESCRIPTION

Vice President Finance



Job Title:	Vice President Finance	Job Category:	Officer
Department/Group:	UWSA	Reports to:	President/Board
Location:	University of Windsor – CAW Centre		
Level/Salary Range:		Position Type:	
HR Contact:	General Manager	Date posted:	
Internal posting URL:	UWSA@uwindsor.ca	Travel Required:	No

Applications/Nominations Accepted By:

The Chief Returning Officer at the time an Election is called.
Nomination Papers will be submitted to the CRO during the Election process.

Job Description

ROLE AND RESPONSIBILITIES

Act as the Chief Financial Officer, responsible for overseeing the day-to-day financial activities of the UWSA. In fulfillment of the foregoing and without limiting the generality thereof, the Vice President Finance:

- Act as the corporate treasurer and secretary be responsible for the financial functioning of the UWSA
- Be responsible for the maintenance of official documents of a corporate nature, including but not limited to:

<ul style="list-style-type: none"> ○ Board Minutes ○ Board resolutions 	<ul style="list-style-type: none"> ○ Policies ○ Petitions
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- Be responsible for the service and business enterprise functions engaged in by the UWSA
- Assist in creating an annual budget to be approved by Board
- Provide direction and support to UWSA Clubs Coordinator.
- Must provide financial administrative support to all UWSA clubs, societies, services and business enterprises including but not limited to health and dental plan, UNIWIN and the Student centre.
- Be responsible for the election and distribution of UWSA and UWindsor scholarships.
- Serve on the Athletic Fee Board
- Serve on the Board of the UWSA
- Serve on the Finance Committee of the UWSA
- Serve on the IT Service Board
- Serve on the Policy Management Board
- Serve on the UNIWIN Board
- Must ensure all individuals and bodies are operating in accordance with the By-laws of the UWSA
- Must take direction from Board on all issues of their portfolio that are of a primarily financial or corporate nature, unless specifically tasked otherwise
- Coordinate with clubs concerning funding presentations to Board
- Assist clubs with preparation on financial reports

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POLICIES AND RESOLUTIONS

- Have access to personnel records.
- Hold signing authority in all instances where (1) or more officer signatures is required.
- Be vested with all other duties and privileges of a Director and Officer, to the extent that they do not conflict with the foregoing provisions.
- Seek to meet with and engage students on issues that affect them at all times.
- Create a transition manual for the incoming Vice-President Finance.
- Train and advise the incoming Vice-President Finance.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Must be a member of the UWSA.
- Must be in good standing with the University of Windsor and the UWSA.
- Must not be an Executive of any University of Windsor Society.
- Must not be a removed member from the Director or Executive office within the preceding twelve (12 months)
- Must not hold an official position with an external student association not sanctioned by the UWSA.
- Must not currently hold a position within a media outlet.
- Must be eighteen (18) years of age
- Must have legal authority to be employed full-time in the province of Ontario
- Must not have bankruptcy status

PREFERRED SKILLS

- Have a fundamental understanding of finance and accounting
- Experience in creating and managing a budget
- Ability to multitask
- Initiative, vision, and tenacity for funding initiatives
- Strong interpersonal skills, organizational skills, and project management skills
- Excellent communication skills
- Professional email/phone correspondence
- Educational backgrounds in accounting and finance

ANTICIPATED LEARNING OUTCOMES

The VP Finance should expect to gain hands-on experience in an influential leadership and project management role as well exercise financial acumen in decision making. In addition, the VP Finance may expect opportunities to use and develop skills in the following (but not limited to) areas:

- Team Management Skills
- Financial Acumen (Financial analysis, reporting, and auditing)
- Communication skills with various stakeholders
- Leadership and Strategy
- Communication Skills / Listening Skills

Signature		Date	
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