

THE MANAGEMENT POSITION OF

CHIEF FINANCIAL OFFICER



THE ROLE OF THE CHIEF FINANCIAL OFFICER (CFO)

The Chief Financial Officer (CFO) is a hired student member of the management team of the Students' Union. Reporting to the General Manager and Health Plan Manager, the CFO works to ensure the financial budget is adhered to and that the day to day financial records are kept up to date.

DETAILS

The CFO provides leadership and assistance in ensuring financial integrity for the MSVU Students' Union. This position is primarily responsible for the day to day maintenance and monitoring of the Students' Union finances. These tasks include the invoicing and collection of payment from vendors, payment to vendors, cheque processing and recording, account updates, bank reconciliations, HST returns and assisting with annual reviews or audits.

This position is designed to assist with the financial transparency of the Students' Union by preparing regular and annual reports regarding the Union's financial position and spending.

REQUIREMENTS/QUALIFICATIONS

- Be a team leader
- Be a Mount student enrolled in at least one course per term (Fall/Winter) with a GPA no less than 2.0
- Excellent Time Management skills
- Knowledge and experience with:
 - Simply Accounting
 - Accounts payable and receivable
 - HST Returns & Taxation
- Be able to work effectively in a fast paced environment
- Be an organized and initiative driven individual able to multi-task

INCOMING TRANSITION

- Review the current Students' Union budget
- Review the financial filing system
- Ensure you have working knowledge of all contacts, suppliers and administrative tools related to the position.
- Participate in job shadowing with outgoing Chief Financial Officer
- Participate in transition workshops, retreats and visioning sessions

RESPONSIBILITIES AND DUTIES

- Monitor, maintain and update the Union operating budget
- Process cheques for accounts payable and receivable
- Process cheque requests
- Process invoices
- Reconcile accounts in Simply Accounting
- Reconcile bank accounts
- Record all Union services sales reports
- Reconcile Visa accounts
- Maintain the Union petty cash
- Hold and maintain all Students' Union operating floats
- Keep efficient filing records of all Union financials
- Prepare bank deposits
- Assist with the creation of annual Students' Union budget
- Prepare financial records for annual financial review
- Assist with the annual financial review
- Prepare and submit quarterly HST returns
- Prepare financial updates for Executive meetings when requested
- Prepare a financial report for the annual Students' Union Annual General Meeting (AGM)
- Sit on the Students' Union budget committee
- Sit on the university budget committee
- Work with the MSVUSU external accountant and auditor to ensure appropriate record keeping and reporting