

## **Vice President for Finance**

The Vice President for Finance is responsible for maintaining accurate accounts of GAPSA incomes and expenditures. In addition, the Vice President oversees the financial breakdown of the annual Student Service Fees Request. A secondary function is the oversight of financial relations, especially to the constituent College Councils. The duties of this position require consistency in time commitment, implementation, and philosophy. She ensures the free flow of information between the Vice President for Finance, staff, and other members of the Executive Board so that bills are paid in a timely manner and that unwarranted expenditures are not allowed to occur.

### **Recommended Qualifications:**

- Comprehensive understanding of the principles of Finance and Accounting.
- Familiarity with Generally Accepted Accounting Principles and accounting software such as Quicken or MS Money.
- Comfortable studying the Federal and State tax regulations and acting accordingly.
- Some familiarity with the operations of non-profit organizations and knowledge of the Student Services Fees process.

### **Position Responsibilities:**

- Manage GAPSA's accounting system.
- Determine that expenditures are within spending guidelines as established by GAPSA policies; any discretionary spending needs the direct written approval of the Vice President for Finance.
- Provide written approval for all issued checks.
- Enter all transactions and reconcile all GAPSA accounts utilizing the accounting software.
- Keep hard copies of all transactions.
- Ensure reimbursements are based on appropriate receipts.
- At the end of the month, ensure a thorough reconciliation of the bank statements and provide a financial report.
- Assist in the accurate and timely performance of an annual audit and other tax reporting responsibilities. Audit responsibilities include preparing Fixed Asset Schedule, Prepaid Expense Schedule, and Interest Income Accrual Schedule.
- Ensure that all state and federal tax reports are filed in a timely manner.
- Perform staff payroll and other payroll-related requirements, such as providing tax documents (such as forms W2 and 1099) to employees and Executive Board members in January, and sending the appropriate documents to the IRS.
- Arrange a monthly meeting of the Finance Committee in consultation with the President.
- Ensure distribution of College Council funds.
- Prepare the annual Student Services Fees Request and coordinate the presentations in front of the Fees Committees.
- Attend all Assembly meetings.
- Attend all Executive Board meetings.
- Provide monthly reports to the Assembly and the Executive Board.

- Reconcile accounts every month and provide reports to the Executive Board and the Assembly.
- Serve on various University committees as assigned by the GAPSA President.

**Annual Stipend:** \$3000

**Estimated time commitment:** 20 hours per week