



# ASGBC Director of Finance

## Position Description

Position Summary: The Director of Finance of the Associated Student Government of Bellevue College (ASGBC) is responsible for overseeing financial matters and ensuring the effective allocation and management of resources. Responsibilities range from budget administration, committee leadership, evaluating funding requests, compliance oversight, overseeing the appropriate collection and use of all voluntary student fees, and fostering financial transparency within the association.

**POSITION:** Director of Finance

**DEPARTMENT:** Associated Student Government of Bellevue College

**SALARY:** \$18,500

**EMPLOYMENT START DATE:** August 1<sup>st</sup>, 2024

**EMPLOYMENT END DATE:** June 30, 2025

**APPLICATION OPENS:** February 26<sup>th</sup>, 2024

**APPLICATION CLOSES:** March 31<sup>st</sup>, 2024

### Desired Qualifications:

- Financial Management Experience
  - Previous experience in financial management, budget administration, or accounting.
- Proficiency in Microsoft Products (Outlook, Teams, SharePoint, etc).
  - Especially with Excel.
- Strong Verbal and Written Communication
  - Strong verbal and written communication skills to effectively convey information, provide updates, and collaborate with team members.
- Excellent Time Management
  - Effective prioritization and allocation of time to manage multiple tasks and meet deadlines.
- Attention to Details
  - Keen eye for detail to ensure accuracy in documentation and compliance with regulations.

### Required Qualifications:

Director of Finance applicants are expected to meet the following requirements at the time of application:

- a. Must maintain at least eight (8) credit hours of coursework per quarter throughout the period of employment.
- b. Must have a minimum GPA of 2.5 and maintain a minimum quarterly GPA of 2.5 throughout the period of employment.
- c. Be in good standing with Bellevue College and not on disciplinary probation.
- d. Be in good academic standing, and not be on academic probation.
- e. Applicants are expected to present prior experience in leadership in some form.

### Essential Job Functions:

The Director of Finance shall:

- A. Serve as a voting member of the Board of Directors.
- B. Attend all mandatory training sessions, meetings, and retreats.
- C. Be responsible for the overall administration of the Associated Student Government budget; monitoring ASG budget appropriations and expenditures.
- D. Chair the Services & Activities Fee Committee.
- E. Serve on all committees as assigned.
- F. Oversee the training of all Board of Directors on matters concerning funding and the budget process.
- G. Serve as the liaison between ASG and the Student Engagement Financial Program Manager; holding regular meetings with the Student Engagement Financial Program Manager.
- H. Continuously promote compliance, and report known violations of the ASG Financial Code, the Washington Administrative Code (WAC), the Revised Code of Washington (RCW), and the regulations of the Office of Financial Management.
- I. Work with the Director of Student Engagement, Dean of Student Life and Leadership, and the Student Engagement Financial Program Manager in coordinating the Services & Activities Fee process.
- J. Review funding requests and assist chartered student organizations in the ASG funding request process.
- K. Provide weekly reports to the ASG on the status of the ASG budget and monitor chartered student organization budget and spending.
- L. Attend at least one Student Senate meeting per academic quarter.
- M. Faithfully execute the duties and responsibilities of office while adhering to the Bellevue College Code of Student Conduct, Bellevue College policies & procedures, regulations set forth by the Bellevue College Board of Trustees, and Washington State and Federal laws.
- N. Be accountable for nineteen hours of work per week. During this period, the Director of Finance may hold office hours, attend and schedule meetings, complete and work on projects, oversee the association's budget and otherwise perform duties and tasks as assigned by the ASG President.
- O. Develop a working knowledge, and adhere to the ASG Constitution, ASG Bylaws, ASG Financial Code.

- P. Ensure a smooth transition by completing transition documents for their successor by the end of their term.
- Q. Exercise authorities granted by the ASG Constitution, ASG Bylaws, and the ASG Financial Code.
- R. Complete weekly, and quarterly reports as directed by the Chief of Administration.
- S. Perform related duties and tasks as assigned by the ASG President.