

Student Government Inc. Job Description

Position: Vice President for Financial Affairs	Term of Employment: One Year
Last Revision Date: December 5 th , 2017	Employee Type: At will
Supervisor: President of Student Government	Department/Division: Financial Affairs Office
Base Pay Rate: ¹ \$5,708.90 1/2 Fall & 1/2 Spring - Bi-Weekly	Required Academic Semester Office Hours: To Average 10 hours per week

Required Job Tasks¹

- 1) Shall advise the President of Student Government and the Cabinet on all matters of finance and financial policy.
- 2) Shall, in the absence of the Assistant to Vice President for Financial Affairs, write all checks.
- 3) Shall see that all accounts of Student Government are submitted to an annual audit and that the results of that audit are reported to the GSS and made available to the General Student Body.
- 4) Shall have the right to inspect the financial records of any organization that receives funding from the Student Activity Fee.
- 5) Shall report any appropriations by the Executive Budgetary Committee to the General Student Senate. This report must be given no later than the GSS immediately following the meeting of the EBC which the appropriation was made.
- 6) Shall perform such other duties as directed by the President or Vice President of Student Government or the GSS, pertaining to financial matters.
- 7) The VPFA shall be the chair of the Executive Budget Committee (EBC). As chair, the VPFA shall preside over all meetings of the EBC, keep attendance of each meeting of the EBC, and report all decisions of the EBC to the General Student Senate.
- 8) The VPFA shall attend and give reports at all UMSG General Student Senate and UMSG Cabinet meetings.
- 9) Shall oversee Fair Elections Practice Chair (FEPC) as supervisor as needed.

¹Revised 12/05/2017 per 38S-EBC-90-12-05-2017
Previously Revised 04/17/2012 per VPFA Report