



**University of Maine Student Government, Inc. Job Description
Vice President for Financial Affairs**

Position: Vice President for Financial Affairs	Term of Employment: One Year
Last Revision Date: February 20, 2024	Employee Type: At will
Supervisor: President of Student Government	Department/Division: Financial Affairs Office
Base Pay Rate: \$7,395 per academic year. (\$510 bi-weekly/15 hours per week/\$17 per hour)	Required Academic Semester Office Hours: To Average 10 hours per week/to average 5 out of office hours per week

Required Job Tasks

1. Shall advise the President of Student Government, the General Student Senate, Executive Budgetary Committee, and the Cabinet on all matters of finance and financial policy.
2. Shall, in the absence of the Assistant to the Vice President of 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 discussion, debate, or 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 or discussed.
6. Shall perform such other duties as directed by the President, Vice President of Student Government, or the GSS, pertaining to financial matters or otherwise.
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 Practices Chair (FEPC) as supervisor as needed.
10. Address any legal or audit emergencies during vacations at the advisement of the UMSG, Inc. attorney or the Assistant to the Vice President for Financial Affairs (AVPFA) should they arise.