



JOB DESCRIPTIONS

Main Campus Residents' Council Job Overview

POSITION: Vice-President (Finance)

POSITION SUMMARY:

Reporting to the President, MCRS, the incumbent is responsible for managing the financial and sundry operations of the Main Campus Residents' Society. As the society's Treasurer and Chief Financial Officer, the incumbent will balance diverse responsibilities to help the council achieve its mission.

DUTIES AND RESPONSIBILITIES:

- 1) Be the Chief Financial Officer, and Treasurer of the Society.
- 2) Oversee and be generally responsible for the financial operations of the MCRC.
- 3) Maintain an expert knowledge of, uphold, and strictly adhere to the Society Financial Policy and Procedures.
- 4) Have signing authority for all MCRC monies in conjunction with the other authorized signing officers as per the Society Financial Policy and Procedures.
- 5) Present and maintain the annual budget of the MCRC.
- 6) Review MCRC finances and present financial statements monthly to the Finance and Audit Committee and the Executive Board.
- 7) Oversee the Social Facilitators in their capacity as House Treasurers and conduct mid-term review of House finances.
- 8) Provide support and guidance to the Finance Committee as a non-voting member.

SKILLS AND EXPECTATIONS:

Excellent organizational skills to co-ordinate a number of activities and/or projects, simultaneously, while under pressure and with diverse demands. Attention to accuracy and detail is important. Experience in planning and scheduling is important.

Financial and accounting skills.

Strong interpersonal and excellent oral and written communication skills.

Demonstrated research skills, including the ability to generate analysis and reports.

Proven ability to work collaboratively on a team or independently, as required.

Non-traditional hours of work, including some evening and weekend time.

Attendance at all meetings of the MCRC, and relevant committees, as required.