



ACCSA Vice President of Finance, Executive Council

Position:	ACCSA Vice President of Finance
Term:	May 6, 2019 to April 30, 2020
Reports To:	ACCSA President, Executive Committee and General Membership
Wage:	\$15.50 per hour

The Role:

It is the primary responsibility of the ACC Students' Association (ACCSA) Vice President of Finance to encourage awareness, and access to student resources that support the financial wellbeing and economic success of ACC students.

Job Duties:

- Organize and promote financial opportunities for students including;
 - College Awards & Bursary information
 - Budget Skills and Resources
 - Tax Information including the Community Volunteer Income Tax Program (CVITP)
 - Career Resources
- Evaluate and update monthly Council Honorarium Reports.
- Prepare and present monthly and semi-annual budget updates to the Council.
- Work with Staff to ensure all financial reports are being approved, accurately documented and stored according to legal and business management practices.
- Support the preparation of the ACCSA budget and the annual ACCSA audit.
- Advocate for student rights within college financial policies.
- Encourage student insight into relevant financial needs and challenges.
- Conduct an annual survey to inspire student feedback and interaction with the ACCSA.
- Act as a signing authority on ACCSA bank accounts and official documents (1 of 5 signing officers).
- Actively serve on ACCSA and ACC boards and committees within the college Community including:
 - The Assiniboine Community College Foundation
 - <http://assiniboine.net/about/Foundation>

- Support the ACCSA President in the management of Council tasks, committees and club engagement.
- Provide regular reports for the Student Focus Newsletter.
- Prepare an end-of-term report specific to your position, outlining your accomplishments, challenges and recommendations from your term in office.

Communication:

- Engage effectively within the ACCSA organizational structure and communication guidelines.
- Encourage direct and constructive conversations amongst team members.
- Ensure timely and accurate communication through college email, phone and regularly scheduled meetings.
- Ensure your daily schedule is kept up to date and actively shared with your Executive Council and Staff.
- Engage in active communication with Council Members.
- Address achievements and challenges with positive problem solving skills.

Resources:

- **ACCSA Office Coordinator**, Kailey Landers
 - ACCSA Office, Room 413 Victoria Ave. East
 - accsa@assiniboine.net, landersk@assiniboine.net
 - Phone: 204.725.8710
- **ACC Associate Registrar**, Bryce Neufeld
 - neufeldb4@Assiniboine.net
 - Room 116 Victoria Ave. East
 - Phone: 204.725.8700. ext. 6020

Summary of Employment:

This role is an elected position and runs throughout the upcoming academic year, from May to April, 2019. As an Executive Council Member, your 12-month term is divided into two (2) parts;

- 1. Summer Employment (May to August)**
 - ACCSA Vice President of Finance
 - 18.75 hours per week, Monday to Friday (schedule to be confirmed).
- 2. Academic Honorarium (September to April)**
 - 60 hours per month, hours are flexible based on scheduling and current projects, approximately 15 hours per week.

Payments will be made on a biweekly basis throughout the academic year. Any unearned honorarium hours may be carried forward into the next payment term provided you have been keeping up with work that was required. If you work more hours than your monthly maximum, you may be eligible for additional time based on unused hours within the honorarium budget.

Any additional hours outside of the monthly maximum must be approved and will be paid out at the end of your term.

Parking Space:

You will be provided with one assigned electrical parking spot for the 12 months of your contract.

Health & Dental Insurance:

As part of our Executive Council you will receive 365 days of insurance coverage on the ACCSA Staff Division of the Student Health & Dental Plan, 100% employer paid.

Reimbursements & Expenses:

The ACCSA shall pay for necessary and approved expenses, which are deemed to be of benefit to the ACCSA. Receipts and a completed cheque requisition must be submitted to the ACCSA for reimbursement. When traveling by private car the individual shall be reimbursed 0.45 cents per kilometre and the ACCSA is not responsible for fines or parking tickets received while traveling on ACCSA business.

Grade Point Average:

Students require a 3.0 GPA to run for Executive council. Once elected, an Executive Council Member must maintain a minimum 2.5 GPA throughout their term in office. The ACCSA will monitor your academic standing and grade point average to ensure your academic commitments are being met. Any Executive Council Member who is not maintaining a 2.5 GPA may be put on probation from the ACCSA until their academic responsibilities are satisfactory.

Other Duties as Assigned:

There are many projects and initiatives throughout the year that require the full support of all Executive Council Members. Your full participation is expected and at any time if the duties outlined within this job description are not being performed to the satisfaction of the ACCSA Executive Committee, accountability actions may be pursued according to ACCSA Policy.

ACCSA Vice President of Finance

ACCSA Director

Date

Date