



## **Associated Students, Inc.**

5154 State University Drive, Los Angeles, CA 90032

Phone: 323-343-4780 Fax: 323-343-6420

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### **A.S.I. Office Manager of Administration and Services**

The Office Manager of Administration and Services is responsible for assisting in the daily administration and supervision of all aspects of the A.S.I. Student Service Center, assist in the development and establishment of sound fiscal and operating records, policies and procedures.

#### **PERCENTAGE OF TIME SPENT ON ESSENTIAL FUNCTIONS**

##### **Administration: 80%**

- Responsible for the coordination of A.S.I. programs, services, and policies as provided for in the A.S.I. Administrative Manual.
- Responsible for the supervision of the A.S.I. part-time staff.
- Assist with the Executive Director with the development, management, and accounting of a system of controls for A.S.I. Financial management.
- Responsible for the effective utilization of resources and staff by working directly with the Executive Director for familiarization of priorities, works-in-progress, and corporate direction.
- Review and assess operational policies, accounting procedures, staffing needs and general office services.
- Interpreting and educating students on A.S.I. fiscal policies, University policies, California Education Code and Title 5 of the State of California.
- Create, maintain and publish up-to-date versions of corporate bylaws, codes and minutes.
- Create, maintain and publish up-to-date versions of employee job descriptions
- Work directly with Executive Director in reviewing and assessing operational policies.
- Assist the Executive Director in organizing, managing, and implementing corporate functions of A.S.I.
- Assist with the hiring, training, evaluation and supervision of A.S.I. Student Employee Staff.
- Assist with the hiring and training of other A.S.I. professional staff.
- Assist the Executive Director in establishing and maintaining sound fiscal and operational records, policies, and procedures.
- Make recommendations for asset management and ensure a secure and effective A.S.I. cash-handling system.
- Ensure accounting and check-processing efficiency within the corporation.
- Keep abreast of current accounting and fiduciary guidelines and adheres to those guidelines relevant to non-profit corporations/campus auxiliary organizations.
- Primarily responsibility for comprehensive and accurate accounting & purchasing procedures.
- Responsible for comprehensive and accurate accounting and purchasing transactions.
- Account and fiscal budget reconciliations
- Target Safety and office maintenance
- Procurement of office supplies and equipment
- Provide administrative support with all required audit functions and ensure that we meet the required deadlines.
- Managing end of the year closing procedures for the fiscal year
- Maintain and reconcile up-to-date accounting and file records
- Make recommendations for long and short-term administrative planning objectives.
- Provide copies of receipts and invoices to fulltime staff for budgetary tracking
- Manage and process payroll and employee benefits
- GAAP Audits
- Chancellor's Office Audits

##### **Programming and Services: 6%**

- Manage vendor payment process
- Assist with all training and retreat aspects of the organization
- Oversee and monitor general services provided to students and the oversee and approve the daily auditing process
- Oversee the ordering of supplies and materials
- Assist in the implementation and planning of Homecoming

##### **Student Government: 6%**

- Support the training of all committee chairs/vice chairs on the proper management of minutes and supporting documents; quarterly collection of documents is expected
- Process eligibility for all GIA paid positions (see approved GIA payment timeline & calendar)
- Assist with the development of a New Member Orientation Manual
- Support VPF training, review, and procession of Club and Organization funding requests
- Oversee the timely production of Board and committee binders, business card, names tags, etc.



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**Committee Involvement: 5%**

- Act as recording Secretary for BOD, Personnel, Executive, and Strategic Planning Committees.
- Finance Committee member (non-voting)
- AOA AS/Union Conference Committee

**Staff Development: 3%**

- Student Staff training