



**ASI Office Manager of Administration and Services  
(3.6.18 Draft)**

The Office Manager of Administration and Services is responsible for assisting in the daily administration and supervision of all aspects of the ASI 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 & Finance: 80%**

**Administration**

- Responsible for the coordination of ASI programs, services, and policies as provided for in the ASI Administrative Manual.
- Responsible for the supervision of the ASI part-time student staff & student staff training .
- Assist the Executive Director with the development, management, and accounting of a system of controls for ASI 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 ASI 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
- Assist the Executive Director in organizing, managing, and implementing corporate functions of ASI
- Supervise the hiring, training, evaluation and supervision of ASI Student Employee Staff.
- Facilitate with the hiring and training of other ASI professional staff.
- Responsible for the office safety and office maintenance
- Facilitate with all required audit functions and ensure that we meet the required deadlines.
- Make recommendations for long and short-term administrative planning objectives.
- Develop and maintain new Staff Orientation Manual

**Finance**

- 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.
- Responsible for comprehensive and accurate accounting & purchasing procedures and transactions.
- Responsible for account and fiscal budget reconciliations
- Manage the procurement of office supplies and equipment
- Managing end of the year closing procedures for the fiscal year
- Maintain and reconcile up-to-date accounting and file records
- Provide copies of receipts and invoices to fulltime staff for budgetary tracking
- Manage and process payroll and employee benefits
- Work with the Business Financial Services office to ensure the timely processing of Corporate Taxes
- Conduct and coordinate the annual audit and ensure that we meet the required deadlines.
  - GAAP Audits
  - Chancellor's Office Audits

**Programming and Services: 5%**

- Manage vendor payment process
- Assist with all training and retreat aspects of the organization



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- 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 Spirit Week/Homecoming

**Student Government: 15%**

- 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 payment for all GIA paid positions (see approved GIA payment timeline & calendar)
- Supervise the processing of Club and Organization funding requests
- **Serve as recording Secretary for Personnel, Executive, and Strategic Planning Committees.**
- Assist Vice President for Finance and Vice Chair for Finance preparing for Finance Committee and Funding Committee member