



Associated Students, Inc.  
California State University, Los Angeles Job Description  
ASSOCIATE EXECUTIVE DIRECTOR

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Rate:  
Workweek Class: Exempt Work Schedule: 5/40

GENERAL STATEMENT

Under the general supervision of the Executive Director of Associated Students, Inc. (ASI), the Associate Executive Director (AED) serves as the principal financial manager of ASI and is responsible for the supervision and coordination of all financial and budgetary operations of ASI.

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The AED a member of the ASI leadership team and is responsible with the Executive Director and the ASI Board of Directors (BOD) for collaborative strategic planning, management and implementation of the ASI programs, services, personnel and facilities.

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The AED oversees the daily administration, supervision and oversight for the ASI Business Office. The Associate Executive Director directly supervises one full-time staff and approximately 4 student assistants.

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The AED collaborates with many university and associated colleagues to support ASI success. This position is delegated a high degree of responsibility and makes recommendations involving fiscal policies and procedures and will be responsible for supervising and implementing such recommendations upon approval. The Associate Executive Director serves as ASI administrator in charge in the absence of the Executive Director.

This position will perform accounting work, which involves the responsibility of accounting requirements in accordance with Auxiliary Accounting, A.S.I. policy, and generally accepted accounting principles. This position will interpret and apply specific operating policies and procedures, perform research, prepare reports with recommended courses of action, make in-depth analytical studies and investigations which have broad impact, make recommendations for changes in policy or procedures, and develop questionnaires or complex documents.

REQUIRED QUALIFICATIONS:

- Demonstrated ability to work with ethnically diverse and culturally pluralistic student body and staff.
- Demonstrated ability to lead during change and to create collaborative working relationships.
- Bachelor's degree in accounting, finance, or related field.
- Five to seven years of progressive fiscal experience including financial management, budget preparation, administration, monitoring and financial analysis.
- Minimum of three years supervisory/managerial experience.
- Excellent oral and written communication skills.
- Ability to motivate and work closely with college students.
- Demonstrated ability to utilize current industry standard software and applications.
- Non-profit and operations management preferred.
- Strong organizational skills and capable of multitasking.

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DESIRED QUALIFICATIONS:

- Master's degree in accounting, business administration, finance or related field preferred.
- Substantive experience in Higher Education.

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**SPECIFIC DUTIES AND RESPONSIBILITIES**

**Business Operations Responsibilities:**

- Serves as a member of ASI's executive management team, responsibilities include the review, development and oversight of major administrative & operational policies, procedures, projects and changes.
- Responsible for the coordination of various ASI programs, services, and policies as provided for in the ASI Administrative Manual.
- Work directly with Executive Director to effective utilization of resources and staff by reviewing and assessing long and short- term administrative planning objectives operational policies, accounting procedures, staffing needs and general office services.
- Supervises, recruits, trains and evaluates ASI student staff.
- Interpreting and educating students on ASI fiscal policies, University policies, California Education Code and Title 5 of the State of California.
- Meet regularly with Directors to discuss daily operation, changes, and other needs
- Oversees the administration of the employee benefit program. Maintains liaison with representatives of benefit agencies and insurance carriers in order to advise employees of programs and changes.
- Oversees Payroll Services on issues related to compensation, classification, benefits, workers' compensation, and related issues.
- Manage Target Safety Trainings
- Performs other duties as assigned.

**Fiscal Responsibilities**

- Provide financial support with all required audit functions and ensure that we meet the required deadlines for the GAAP and Chancellor's Office Audits.
- Manage fiscal year end closing procedures.
- Proposes the annual budget to the Vice President for Finance and ASI Executive Director and provides quarterly budget assessments to both.
- Assist the Executive Director with the development and management of a system of controls for ASI Financial management.
- Assist the Executive Director in organizing, managing, and implementing corporate functions of ASI while establishing and maintaining sound fiscal and operational records, policies, and procedures.
- Primarily responsible for comprehensive and accurate accounting, fiscal budget reconciliations, & purchasing procedures and ensure accounting and check-processing efficiency within the corporation.
- Reviews and provides preliminary approval of all human resource and financial documentation, programming and vendor contracts for the Executive Director or designee.

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Manage and process payroll and employee benefits

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Order and maintain product inventory (e.g., movie & amusement park tickets)  
Oversee the daily audit functions  
A.S.I. Book Voucher Program (Director of Administration and Services)

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Assist with preparation of Requests for Payment or Purchase (RPP's) and maintain resource, vendor, credit card, product, and administrative files

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- Together with VP for Finance, trains ASI members, and staff, regarding the fiscal policies and procedures of ASI.
- Monitors departmental budgets and reviews requirements with VP for Finance on a quarterly basis within the context of the ASI budget; prepares quarterly reports for the Executive Director, Finance Committee and ASI Board of Directors.
- Reviews and approves purchase requisitions submitted by operating departments for compliance with budget and overall needs of the ASI and fiscal policy.

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### Programming and Services Responsibilities

- Assist in the planning and implementation of various ASI programs, trainings, retreats, and initiatives (e.g., Homecoming, Leadership Retreat, Summer Retreat).
- Assist in the managing and coordinating of the ASI General and Special Elections process.
- Oversee budgets and expenditures of programs and activities.
- Prepare summaries of program evaluations.
- Maintain reports of all ASI events (program proposals, event evaluations, and semester assessment of impact on the greater student community).

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### Student Government Responsibilities

- Approve payments for all GIA paid positions (see approved GIA payment timeline & calendar)
- Manage the training of the Vice President for Finance and regular review and processing of Club and Organization funding requests
- Organize special events and meetings and coordinates room and catering needs.

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Oversee the timely production of Board and committee binders, business cards, names tags, etc.

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### Committee Involvement Responsibilities

- Committee Member on Board of Director, Executive, Personnel, Finance, and Strategic Planning Committees, Bylaws
- Provide the training for all committee chairs/vice chairs on the proper management of minutes and supporting documents; quarterly collection of documents is expected
- Participate in CSU Auxiliary Organizations Association (AOA) to obtain current CSU Audit requirements and practices

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Deleted: **Staff Development Responsibilities**  
Assist in the efficient work schedule assignments of Student Staff  
Schedule quarterly staff meetings and assist with training development  
Manage Target Safety trainings  
Assist with the orientation, hiring, and training of other A.S.I. student and professional staff.

### An Equal Opportunity/Title IX Employer

In addition to meeting fully its obligations under federal and state law, Associated Students, Inc. is committed to creating a community in which a diverse population can live and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, political views, sexual orientation, or other personal characteristics or beliefs.



ASSOCIATED STUDENTS, INC.  
5154 STATE UNIVERSITY DRIVE, ROOM 203  
LOS ANGELES, CA 90032

Upon request, reasonable accommodations will be provided to individuals with protected disabilities to (a) complete the employment process and (b) perform essential job when this does not cause an undue hardship.

California State University, Los Angeles is one of the most culturally diverse universities in the United States. The student body is 55.4 percent Latino, 17.3 percent Asian, 11.3 percent Caucasian, and 5.6 percent African American. Our 21,284-student range in age from 15 to 80 years old - the average undergraduate age being 24.

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A background check (including a criminal record check) must be completed satisfactorily for an employment offer to remain valid. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current employees who apply for the position required.

The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.