



## **ASSOCIATED STUDENTS, INC.**

California State University, Los Angeles

### ASI VICE PRESIDENT FOR FINANCE (VPF)

Reports To: ASI President

#### POSITION SUMMARY

The VPF coordinates the activities of all Associated Students, Incorporated (ASI) finance units and presides over the ASI Finance Committee as Chair. As a member of the ASI Board of Directors and Executive and Personnel Committees, the VPF clarifies the role and responsibilities of ASI's Chief Financial Officer (CFO) and has the power to recommend for appointment and/or dismissal a student to the position of Vice Finance Chair. As CFO, the VPF shall perform executive functions for the financial management of ASI.

#### SKILLS AND ABILITIES

- Commitment to excellence and high standards
- Excellent written and oral communication skills
- Strong organizational, problem-solving, and analytical skills
- Ability to manage priorities and workflow
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Acute attention to detail
- Demonstrated ability to plan and organize projects
- Ability to work independently and as a member of various teams and committees
- Ability to handle multiple projects and meet deadlines
- Creative, flexible, and innovative team player
- Ability to work on complex projects with general direction and minimal guidance
- Working knowledge and understanding of ASI policies and bylaws

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

In addition to meeting and maintaining Cal State LA academic standards, the following reflects ASI's definition of essential functions for this position. This does not restrict the tasks that may be assigned or expected, as ASI's Board of Directors may delegate additional duties and responsibilities at any time, due to reasonable accommodation or refocus.

- Attends all ASI Board Meetings
- Provides the BOD with an accurate accounting of balances, reserves and allowances at each meeting
- Sits on six (6) ASI standing committees and one (1) university committee and must be available for meetings of the Shared Governance Committee, Personnel Committee, Executive Committee, Strategic Planning Committee, Scholarship & Awards Ad Hoc Committee, Alternative Funding & Referendum Ad Hoc Committee, Funding Sub-Committee, and Finance Committee
- Has a detailed understanding of all ASI Finance Policies & Procedures: <https://asicalstatela.org/student-government/bylaws-operating-procedures/administrative-manual-governing-documents/finance>
- Maintains an accurate list of funding received by the Finance Committee
- Chairs and attends all Finance Committee Meetings to:
  - develop and submit the ASI budgets with the ASI Executive Director;
  - implement the financial policies of the ASI;
  - review and submit qualified Club and Organization funding proposals to the Finance Committee for consideration;



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- provide the ASI Office Manager of Administration & Services with all original minutes on a bi-weekly basis; and to
- report all financial recommendations of the ASI Finance Committee to the BOD and makes budget proposals when necessary
- In conjunction with the ASI Executive Director, provides the BOD with (3&9) Three & Nine, (6&6) Six & Six, and (9&3) Nine & Three budgets to review and approve

### PROFESSIONAL STAFF SUPPORT

#### Executive Director and the Assistant to the Executive Director:

- Works with the VPF to provide the Finance Committee and BOD with budget forecasts and an annual ASI Budget recommendation
- Signs and reviews contracts, agreements and outgoing payments
- Advises on and ensures legal and administrative compliance and ASI funding guidelines
- Serves as an ASI liaison to University Administration
- Advises on ASI investments and policy
- Manages ASI risk, assets, payroll and employee benefits
- Advises on the GIA allotment and distribution process
- Assists the with the orientation/incorporation of Finance Committee and associated ad hoc and sub-committee appointees
- Advises on policy and sensitive matters related to team management
- Provides infrastructure support (emails, web content, etc.)
- Expands and strengthens the University's perception/understanding of the Finance Committee's function

#### Office Manager:

- Prepares for annual audits
- Advises the VPF regarding club funding and processes payments
- Manages ASI financial paperwork and tracks budget entries
- Directs the VPF's use of signature authority
- Manages the administration of Grant-in-Aid
- Supports the development of an annual ASI budget and financial forecasting
- Prepares and submits travel requests
- Advises the Scholarship & Awards Ad Hoc Committee

### FINANCE COMMITTEE

The Finance Committees acts on behalf of the BOD in all matters pertaining to income appropriation, and the safeguarding of Associated Students, Inc. funds. The Finance Committee makes recommendations to the Board of Directors regarding allocation of funds. The committee also prepares an annual budget which must be submitted to the Associated Students, Inc. BOD in sufficient time for review and approval. The Finance Committee also has the responsibility for recommending the most appropriate investments. More information about the Finance Committee can be found at: <https://asicalstatela.org/committee/finance-committee>



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#### FUNDING SUB-COMMITTEE

This committee acts as a sub-committee of the ASI Finance Committee and is granted the authority to allocate ASI funds to student organizations, per the review of submitted proposals to this body. The sub-committee is the first step in a multi-level approval process in requests for appropriation of ASI funds to recognized clubs and organizations. More information about the Funding Committee can be found at:

<https://asicalstatela.org/committee/asi-funding-sub-committee>

#### ALTERNATIVE FUNDING & REFERENDUM AD HOC COMMITTEE

The charge of this committee is to research, identify, and present viable recommendations and funding alternatives to the ASI Finance Committee for consideration. Approved initiatives shall be presented at the BOD for action. The alternatives can include but not be limited to fundraising, securing grants, sponsoring a referendum, etc. All alternative initiatives must be in compliance with ASI, Cal State LA, the CSU Education Code, and Title 5 requirements. More information about the Alternative Funding & Referendum Ad Hoc Committee can be found at:

<https://asicalstatela.org/committee/asi-alternative-funding-referendum-ad-hoc-committee>

#### SCHOLARSHIP & AWARDS AD HOC COMMITTEE

This committee is responsible for the administrative review of current and new awards and scholarships offered by ASI. The charge of this body is to review research, identify, and update procedures and criteria for the awarding of ASI scholarships and general awards on at least an annual basis. All new scholarships and awards must be presented to this Ad Hoc Committee for review, approval, and recommendation to the Finance Committee. More information about the Scholarship & Awards Ad Hoc Committee can be found at:

<https://asicalstatela.org/committee/asi-scholarship-awards-ad-hoc-committee>

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