



Associate Director & Finance Manager *Associated Students of Occidental College* *Student Leadership, Involvement and Community Engagement*

POSITION SUMMARY

The Associate Director & Finance Manager works independently in a high volume, high accountability and confidential environment reporting to the Assistant Dean of Students. The Associate Director & Finance Manager is responsible for maintaining accurate accounting for the Associated Students of Occidental College (ASOC), approximately \$1.25 million budget and assets. The Associate Director & Finance Manager takes charge of complex accounting tasks such as general ledger account reconciliation, restricted fund analysis, and preparation of audit schedules. The Associate Director & Finance Manager handles senior-level projects and assignments as needed. The Associate Director & Finance Manager requires frequent interactions with College faculty, department leaders and administrators, and other members of the ASOC staff. This position requires strong interpersonal skills, initiative, an understanding of relevant federal and state laws as well as College policies, critical thinking, and the ability to make decisions autonomously.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.

1. Prepares the annual operating budget for the ASOC and the formulation of the department's overall strategic direction in accordance with all clubs and organizations to present to the Assistant Dean of Students.
2. Proposes club and activity budgets for all student organizations.
3. Performs financial analysis of student clubs and organizations annual activity and financial reports for auditors at the end of fiscal year.
4. Provides full support during annual audit and records post-audit adjustments with the Business Office.
5. Responsible for the preparation of applicable tax forms in compliance with Internal Revenue Code.
6. Supports ASOC Student Service Managers by counseling recruitment, hiring, onboarding, and personnel management efforts.
7. Manages up to 11 student workers and the operations of the Student Activities Center.
8. Develops and maintains a documented system of accounting policies and procedures to manage interdepartmental accounting and expenses between ASOC, academic and administrative departments.
9. Creates and enforce accounting policies with all club and student organizations.
10. Manages direct relationship with banking partners on a weekly basis and provides counsel and participates in the decisions regarding capital investments as a signatory on all bank accounts.

11. Manages, budgets, and accounts for \$500k-\$1 million per year in student fees and reserves with QuickBooks Online accounting system along with the Banner system.
12. Generates monthly departmental budget reports and distributes them to appropriate parties.
13. Investigates and resolves accounting issues.
14. Processes and issues checks for student clubs, organizations and all ASOC departments.
15. Issues invoices for services provided by the Student Activities Center and for advertising and subscriptions fees for ASOC publications.
16. Obtains, reviews and records charges made by student clubs and organizations and ASOC departments to other college departments.
17. Requests correction of errors and supervises the collection of debts.
18. Verifies and approves charges with college departments.
19. Records daily transfers to and from student clubs and organizations, funding from ASOC and reversal of unused funds.
20. Provides information regarding account activity, account balance and issues statements of accounts for students' clubs and organizations.
21. Trains student clubs and organization's leaders on financial operations.
22. Composes a variety of letters, memorandums and reports in an accurate and efficient manner.
23. Provides and manages cash boxes for student clubs and organization's fundraising.
24. Oversees the ASOC Student Leader compensation/payment process
25. Manages the ASOC investment portfolio and liaise with leadership in the Oxy Blyth Fund to ensure return on investment.
26. Develops ASOC training sessions that include a review of recent audit recommendations and ASOC Budget and investment management.

QUALIFICATIONS

Minimum Qualifications

- Minimum BA required accounting/business administration degree.
- Minimum of 5 years accounting experience
- A thorough knowledge of general accounting principles and processes.
- Proficient in QuickBooks for Windows, MSW, excellent written and communication skills.
- Flexible and people oriented.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu and mrodriguez6@oxy.edu.

ADDITIONAL INFORMATION

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their

work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College's strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit <https://www.oxy.edu/offices-services/humanresources/benefits-information>.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.