

Agape Center for Local & Global Engagement

POSITION: Treasurer, Agapé Student Organizations

HOURS: 5 hours/week for 30 weeks

PRIMARY SUPERVISOR: Director of the Agape Center for Local & Global Engagement

POSITION SUMMARY This position helps Agape Director to build, maintain, manage, and track SGA budget

EXPERIENCE REQUIRED: Accounting or budget experience required. Experience with Excel a must.

SKILLS, CHARACTERISTICS REQUIRED:

1. Organizational skills and the ability to work on several on-going projects at the same time
2. Detail-oriented
3. Accounting/budgeting skills
4. Ability to be a 'team player'
5. Self-starter, okay working behind the scenes, mostly independently
6. Effective communications skills
7. Working knowledge of Microsoft Excel

PRIMARY DUTIES:

1. Work closely with the Director of the Agape Center to assist in creating a budget for each service organization/trip at the beginning of every semester.
2. Meet with Supervisor on a regular basis.
3. Train and regularly maintain contact with the Student Director & Student Coordinators to update them on their budgeting status and to provide support.
4. Serve as the primary contact person for all SGA budget-related questions throughout the Agape Center.
5. Serve as the contact person for all financial matters between Student Forum, the SGA Vice President of Finance, the SGA Vice President of Organizations, and each of the Agape Center organizations.
6. Maintain integrated and standardized budgeting procedures covering each of the Agape Student Organizations (outreach and service trips).
7. Manage budget transfers and reimbursements for each of the Agape Student Organizations throughout the semester.
9. Update expense worksheets and maintain receipts and other documents supporting organizational expenses.
10. Prepare a written end-of-year transition report and assist with the training of the new Treasurer of Agape Center Student Organizations.
11. Participate in Agape Center training and development activities.
12. Perform other duties as prescribed by Agape Center supervisor.
13. Maintain consistent and reliable attendance.

SECONDARY RESPONSIBILITIES: Other duties as assigned.