**YWIL TWU Job Description**

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| **Title:** | Vice President of Finance | **Location:** | Trinity Western University |
| **Department:** | Finance | **Reporting to:** | President |
| **Created Date:** | February 2021 | **Employment Type:** | Student  |
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**Position Summary**

The VP of Finance will be in charge of all the financial operations within YWiL. They will be responsible for collecting receipts, performing reimbursements, making sure all account payments are made and balances are accurate. They will record all expenses and payments on the master spreadsheet found on the Google Drive. They will also be responsible for the creation of all invoices for sponsors and uploading the invoices to the finance folder for documentation. They will be working with external relations regarding sponsorship payments as well as will assist in seeking out new partner relationships. The VP of Finance will be in charge of going to TWUSA with funding requests and will seek out funding and grant opportunities as another source of partnership for YWiL.

**Essential Duties and Responsibilities**

- Update finance spreadsheet on a “as need” basis

- Create and upload invoices to slack & Google Drive

- Seek out new forms of sponsorship

- Collect and deposit payments as well as reimburse team members when required

- Attend weekly Exec meetings

**Education Requirements**

Must be third year (or higher) standing as of Fall 2021. Any major and/or specialization can apply.

**Experience Requirements**

* Previous student leadership roles considered an asset
* Current YWiL member considered an asset
* Previous club involvement considered an asset
* Internship/work in accounting, account management, finance, project management and other business fields is considered an asset

**Skills and Abilities**

* Very organized
* Effective time manager, can manage multiple projects at once
* Not afraid to reach out to sponsors when required
* Is self-sufficient/does not need to be reminded to update spreadsheet etc

**Employee Statement of Understanding**

☐ I have read and understand the job description for my position. I am able to perform all the essential functions of this position.

I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with customers and fellow employees.

**Employee’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date (mm/dd/yy):**

**President’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date (mm/dd/yy):**