



Student Association at UWM Executive Committee Job Description

JOB TITLE	Treasurer	PAY RATE	\$12/hour
BRANCH	Executive Branch	EFFECTIVE DATE	June 1, 2021
REPORTS TO	Executive Committee and Senate	END DATE	May 31, 2022

PRINCIPAL PURPOSE OF JOB: To monitor, record and authorize any and all expenditures of the Student Association (SA), and to Chair and oversee the Senate Finance Committee (SFC) process. The Treasurer is expected to follow the Student Association governing documents and policies & procedures that pertain to finance.

LEVEL OF AUTHORITY: Performs routine and non-routine tasks with only general direction.

WORK ENVIRONMENT: Work is performed mostly indoors in an office setting. Many hours will be spent on the phone, in the office, and on a computer. Some travel may be required by the Student Association Executive Committee and the Student Association Oversight and Appeals Commission (OAC).

ESSENTIAL JOB FUNCTIONS:

1. Monitor, record and authorize SA expenditures in accordance with SA governing documents and university policies.
2. Develop SA financial policies and procedures.
3. Additional duties as assigned by the Executive Committee and/or Senate.
4. Chair the Senate Finance Committee and oversee the SUFAC process for the Student Association.
5. Serve as chair of the Student Appropriations Committee in the event of a vacancy of the Student Organization Appropriations Director.
6. Monitor SFC stipulations with the President and two Vice Presidents.
7. Actively engage in campus budget discussions.
8. Give monthly SA budget updates to the senate.
9. Work with committee chairs and executive members to develop budgets and spending plans.
10. Attend Senate meetings and provide financial reports as necessary.
11. Serve as a voting member on the Executive Committee.
12. Hold at least 10 office hours per week.

QUALIFICATIONS:

1. Must be a currently enrolled Student, who is at least half time (6+ credits), at UW-Milwaukee.
2. Must have a working knowledge of the Student Association.
3. Must have good communication skills, be able to follow direction, and work independently when necessary.
4. Must have experience of managing a budget, interpreting complex policies and procedures.
5. Experience with parliamentary procedure, chairing meetings, operating in a financial role, and balancing numerous projects is preferred.
6. Must maintain at least a 2.5 Cumulative GPA
7. Must be available for the duration of the term, including during Summer 2021.

OTHER:

1. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Are you able to perform the essential functions of the job? YES _____ NO _____

Signature _____ Date _____