



COSAS

Co-op Student Association of Sauder

MAXIMIZING OPPORTUNITIES

Finance Director

Position Summary

As the Finance Associate, you will be responsible for club reimbursement, budget allocation as well as finance regulation. You will also be working with VP Finance to update COSAS budget proposal for 2021 Winter Term 2 and communicate with other teams to allocate budget for future events.

Time Commitment

Regular weekly meeting: 1 hour per week

Around Events Weeks: 3-5 hours per week

Term of Employment

January 2021 – April 2021

Main Responsibilities

- Take care of reimbursements for club members and other corresponding parties
- Assist VP Finance in preparing budget proposal and year-end expenditure summary
- Work with other teams (initiatives & marketing) to allocate budget for upcoming events and mentorship program
- File project proposals and other financial documents and keep record of club revenue and expenses.

Essential Qualities

- Excellent communication skills
- Ability to work collaboratively as a team player
- Attention to details and performance with a high level of accuracy
- Quick learner with the competency to think independently with supervision
- Previous roles of club treasurer or finance/accounting related experience could be an asset

Main Learning Outcome

The Finance associate can expect to gain experience in budgeting, forecasting and events planning, and demonstrate leadership and teamwork skills.

Application Process

- Send us an up to date resume with your most relevant experiences to cosas.sauder@gmail.com
- Complete the application form at: <https://forms.gle/LxrAJC6pYnwqa9az8>