

## **Chief Financial Officer (CFO)**

UW Business Ethics Association (BEA) is currently seeking motivated and ethical students to join the officer team for the 2017-18 school year! We will have openings for our Chief Operations Officer (COO), Chief Financial Officer (CFO), and Chief Information Officer (CIO) positions.

BEA's Chief Financial Officer (CFO) is responsible for developing the annual budget and managing monetary transactions for the organization.

### **Responsibilities:**

- Create the 2017-18 annual budget and plan budgets for major events
- Monitor bank account and process reimbursements when necessary
- Lead efforts to source funding for BEA
- Other tasks as needed

### **Qualifications:**

- Undergraduate student graduating June 2018 or later required
- Prior attendance at meetings and/or involvement with BEA preferred
- Experience with creating and managing budgets preferred
- Ability to maintain confidentiality and privacy required
- Analytical and detail-oriented mindset
- Collaborative and reliable team player
- Effective verbal and written communication skills
- Self-starter with strong organization skills

To be considered for this position, please complete the officer application [here](#) and email your resume to [huskybea@gmail.com](mailto:huskybea@gmail.com). The application deadline will be end of day Friday, March 31st, 2017.