



ACCOUNTS PAYABLE COORDINATOR

Last revised: February, 2024

COMMERCE STUDENTS' ASSOCIATION (CSA)

The CSA strives to enrich the undergraduate student experience at the I.H. Asper School of Business through unique events and professional development opportunities that foster meaningful relationships with the greater business community.

POSITION OVERVIEW

The Accounts Payable Coordinator is responsible for completing the accounts payable function for the CSA.

POSITION RESPONSIBILITIES

- Write cheques to vendors and council members for reimbursements.
- Record expenses in event and portfolio budgets.
- Attend monthly CSA General Council Meetings.
- Promote and attend CSA events.

LINES OF COMMUNICATION

- CSA Executive Council
- CSA General Council

SKILLS DEVELOPED

- Accounts payable
- Organization skills
- Detail-oriented
- Time management



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POSITION DETAILS

Number of positions available: 1
Reports to: Vice President Finance

COMMITMENT LEVEL

Summer 2024	Fall 2024	Winter 2025
Low	Medium	Medium

High = 10-15 hours a week
Medium = 5-10 hours a week
Low = Less than 5 hours