



## **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 Vice President Finance (VPF) is responsible for ensuring the financial viability and sustainability of the council, with the primary goal being to ensure that there are ample funds to run the CSA's events and services. The VPF leads and supports a team including the Accounts Receivable Coordinator, Accounts Payable Coordinator, Internal Auditor, Ticketing & Analytics Coordinator, and Data Coordinator to perform the day-to-day accounting functions and manage online ticketing for all CSA events.

## **POSITION RESPONSIBILITIES**

- Develop the council budget in collaboration with event organizers.
- Manage the council budget in collaboration with the Data Coordinator.
- Work closely with the Accounts Payable Coordinator and Accounts Receivable Coordinator to perform the CSA's day-to-day accounting functions using Quickbooks Accounting Software.
- Oversee online ticketing in collaboration with the Ticketing & Analytics Coordinator.
- Ensure that there are ample funds to run the CSA's events and services.
- Ensure individual CSA General Council and CSA Executive Council members' budgets and individual event budgets stay within budget.
- Use discretion regarding over-budget or non-budgeted expenses that may arise.
- Review STAG budgets, using discretion to allocate funding in consultation with the Vice President Internal.
- Work closely with the Internal Auditor to oversee STAG budgets and audits.



# VICE PRESIDENT FINANCE

Last revised: January, 2024

- Create a budget proposal package for Dean's Office Funding.
- Oversee invoicing of corporate partners.
- Manage the amount of cash kept in the CSA Safe, making deposits frequently.
- Attend and participate fully in Canadian Association of Business Students (CABS) Roundtable conferences at the beginning and end of appointed term.
- Attend all weekly CSA Executive Council meetings and monthly CSA General Council meetings.
- Attend all CSA Events.
- Additional duties as they arise.

## **LINES OF COMMUNICATION**

- CSA Executive Council
- CSA General Council
- Accounts Receivable Coordinator, Accounts Payable Coordinator, Internal Auditor, Ticketing & Analytics Coordinator & Data Coordinator
- Managers' of Corporate Relations
- Corporate Partners
- CSA Auditor
- STAG Presidents & Directors of Finance
- External Contacts

## **SKILLS DEVELOPED**

- Funding allocation
- Event budgeting
- Day-to-day accounting
- Bank reconciliations
- Problem solving
- Event ticketing management
- Google Sheets
- Quickbooks Accounting Software

## **POSITION DETAILS**

Number of positions available: 1

Reports to: President



ASPER SCHOOL OF BUSINESS  
**COMMERCE STUDENTS' ASSOCIATION**  
CREATE YOUR LEGACY

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## COMMITMENT LEVEL

Summer 2024	Fall 2024	Winter 2025
High	High	High