



# GRADUATE STUDIES ENDOWMENT FUND

UNIVERSITY OF WATERLOO

**Job Title:**

**Treasurer**

**Organization:**

Graduate Studies Endowment Fund (GSEF)

**Reports to:**

Coordinator of GSEF

**Financial support:**

Equivalent to the TA hourly rate

**Hours:**

10 hours/month

**Effective date:**

January 1<sup>st</sup>, 2025 – December 31<sup>st</sup> 2025

## **PRIMARY PURPOSE**

The Treasurer oversees the finances of GSEF by gathering and processing financial information for the fund to aid internal decision making such as the allocation of funds towards various activities and projects. By sitting on the Project Review Committee and Board of Directors, the Treasurer works with the Coordinator to assess the ability of GSEF to fund a project/activity and the financial impact of various actions.

## **KEY ACCOUNTABILITIES**

### **1. Ongoing Financial Responsibilities and Support to the Coordinator**

- Process and approve relevant forms submitted by the GSEF project award winners, such as request for payment, purchase requisition, casual payment, etc.
- Process and review transactions pertaining to the GSEF account ledger with information from UW's financial accounting system. Review and reconcile GSEF's revenue and expenses each semester. Provide relevant financial analysis to aid GSEF's decision making.
- Authorizes large expenditures and assists students with initiating, processing, tracking and claiming reimbursements of GSEF approved purchases, which will be conducted through various means of correspondence.
- Responds to inquiries from award winners regarding how they access their approved funds and assists them in finding appropriate resources (e.g., Grad House catering, UW Plant Operations, etc.).
- Ensures that the award disbursement complies with the GSEF Project Review Committee decision/GSEF Board of Directors approval.
- Take on additional responsibilities as requested by the GSEF Coordinator.

## **2. Annual and Termly Reports and Presentation/Attendance at Meetings**

- Prepares annual and termly financial reports. Presents and leads discussion of financial reports at GSEF Board meetings. Addresses questions from the Board related to GSEF's financial position.
- Participates in GSEF Project Review Committee meetings (approximately once per month).
- Attends meetings of the Long-Range Planning Committee.

## **QUALIFICATIONS:**

### **1. Education**

- Current Waterloo graduate student or staff for the duration of the appointment.

### **2. Experience**

- Prior experience or background with financial reporting and analysis is preferred.
- Prior experience with information analysis for decision-making is preferred.

### **3. Knowledge, Skills, and Abilities**

- Proven attention to detail.
- Methodical approach to tasks.
- Intermediate experience with MSOffice Excel, Word and presentation/communication software as used at the university.
- Personable and possesses good communication skills.
- Ability to work independently as well as know when to consult with others.

## **APPLICATION MATERIALS:**

Please include the following materials in your application:

- **Maximum one-page cover letter** confirming your availability for an interview in mid/late November.
- **Maximum two-page resume** focusing on relevant experience.

## **APPLICATION INSTRUCTIONS:**

Interested candidates have until **November 8th, 2024**, to email their application materials to the **GSEF Coordinator** (Taronish Kotwall) at [gsef@uwaterloo.ca](mailto:gsef@uwaterloo.ca). Please use the subject line: "GSEF Treasurer Application 2025".