

Job Title: Treasurer

Organization: Graduate Studies Endowment Fund (GSEF)

Reports to: Coordinator of GSEF

Salary: Equivalent to the TA hourly rate

Hours: 10-12 hours/month

Effective date: September 1, 2020-August 31, 2021

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

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

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

Education <ul style="list-style-type: none">• Current Waterloo graduate student or staff for the duration of the appointment
Experience <ul style="list-style-type: none">• Prior experience or background with financial reporting and analysis is preferred• Prior experience with information analysis for decision-making is preferred
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Proven attention to detail• Methodical approach to tasks• Personable and possesses good communication skills• Ability to work independently as well as know when to consult with others

Application materials:

1-page cover letter highlighting qualifications and confirming the availability for an interview in late July.

2-page resume focusing on relevant experience. The applicant is expected to have a flexible schedule, be able to take the initiative, and self-manage their workload

Application instructions:

Interested candidates have until July 17, 2020 to email their cover letter and resume to the GSEF Coordinator (Matthew Robbins) at gsef@uwaterloo.ca.