



## **Associated Students of Western Washington University**

AS Business Office

AS Business

Director

### **About the Position**

The Business Director acts as a resource for and provides recommendations to the governing bodies of the Associated Students (the AS Executive Board and the AS Senate) regarding AS financial decisions and implications on student fee funded programs and services. The Business Director supports the fiscal operations of the AS by reconciling, reviewing or making recommendations that affect budget and business processes for the AS. The Business Director helps to ensure responsible and ethical use of student funds that align with intended outcomes. To this end, the Business Director serves as a primary operational interpreter of AS financial policies and a resource for student budget authorities. Finally, the AS Business Director (in collaboration with the Fund Financial Manager) is charged with leadership in the annual AS Budget development process.

### **Position Classification**

Directors are responsible for coordinating the activities of different programs in a large department to ensure quality programming and/or efficient use of student resources. Specific duties include: establishing departmental goals, departmental training, program approval, personnel management and supervision, departmental budget authority, communication among employees, coordination of programs efforts, and conflict resolution. These positions operate under the management direction of the AS Board of Directors.

### **About the Department**

The AS Business Office is responsible for facilitating the business operations for the AS, including managing program accounts and advising the Associated Students governing bodies (the AS Executive Board and the AS Senate) on all financial matters of the organization. In addition, the AS Business Office supports the Student Enhancement Fund and related processes for the Associated Students.

### **Terms of Position**

This is a four-quarter position. This position starts the Monday before summer classes begin and ends the Friday of finals week the following spring quarter. This position works an average of 19 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is neither required nor expected to work during intersession, winter break or spring break.

### **AS Employment Qualifications**

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

## Preferred Qualifications

- Prior experience with managing volunteers or employees
- Budget management or basic accounting knowledge or experience
- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions
- Conflict management knowledge or experience
- Basic computer skills including MS Word, Excel, Publisher and Outlook
- Basic knowledge of department and position specific responsibilities

## AS Employment Responsibilities

- Serve the membership of the Associated Students in a professional and ethical manner by:
  - Being familiar with and upholding the AS Charter, all WWU policies, and all AS Policies including the Employment Policy, Code of Conduct, and Program Standards.
  - Attending all AS staff development events: pre-fall orientation, pre-winter, and pre-spring staff developments.
  - Being knowledgeable of the AS organization and its general operations.
  - Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.
  - Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15-hour internship to the incoming position holder.
  - Developing and maintaining a legacy document as required by the AS Employment Policy.

## AS Business Office Responsibilities

- Support the business operations of the ASWWU by:
  - Authorizing Expenditure Requests, Transfer of Funds Forms, food and beverage approvals, student travel approvals, and Funding requests/applications which meet the policy and procedures set forth by the AS Board of Directors and are consistent with the intent of the AS Budget Allocations
  - Processing funding requests and transfer forms on a timely basis
  - Assuring AS business processes are being followed in coordination with VU Finance Office
  - Assisting employees in business and account management process and procedures
  - Serving as an informational resource on AS fiscal policies and procedures
  - Developing and enhancing office processes and procedures on a continual basis
  - Communicating any changes and updates in policies and procedures to AS employees and clubs
  - Serving as the Student Budget Coordinator for the Business Office

## Position Responsibilities

- Facilitate the business and account management activities of the AS Programs and Offices by:
  - Devoting 15 - 19 hours per week to the duties of the AS Business Office
  - Providing supervision and direction to the Student Enhancement Fund Coordinator
  - Conducting Fall Quarter seminar for training all AS student budget coordinators,

plus supporting Budget Authority orientations whenever needed (in coordination with the Finance Office and/or Financial Fund Manager)

- Interpreting and enforcing AS fiscal policies and procedures in the best interest of the student body
  - Creating, revising, and updating AS Spending Guidelines
  - Supporting AS Executive Board/AS Senate in developing and maintaining AS Financial & Administrative Policies
  - Improving and enhancing office processes and procedures
  - Coordinating and closely working with VU Finance Office on all fiscally related processes and procedures
  - Developing, revising, and administering (with the Fund Financial Manager) policies and processes for reserve funding requests.
  - Establishing and maintaining a minimum of 10 office hours per week
  - Maintaining a database of authorized AS student budget coordinators and communicating important information and updates as needed to them
  - Updating Business Office webpage regularly with relevant resources and information
  - Exercising independent judgment in interpreting Associated Students fiscal policies as they apply to expenditures of AS funds
  - Coordinating all special budgeting processes requested by the AS Board of Directors
  - Updating and revising all E-sign forms as needed
  - Performing other duties as assigned
- Contribute to the improvement and enhancement of the overall AS organization by:
    - Recommending improvements and/or changes to AS Fiscal Policies to the AS Executive Board
    - To support and offer financial stewardship advice (in conjunction with AS Budget Authorities) to the AS Executive Board and AS Senate regarding new expenditure requests, reserve spending, and financial planning.
    - Being available to AS Organizations, Councils, and the AS Board to assist them with financial matters
    - Being available as an information resource related to finance and budgeting operations for the AS Executive Board and the AS Senate through regular meetings with the AS Executive Board President and the AS Senate Pro-Tempore
    - Serving on the following AS committees
      - AS Budget Committee (chair)
      - AS Facilities & Services Council (chair)
      - AS Management Council (chair)
      - AS Personnel Committee (voting)
      - Committees and processes related to AS Assessment (as needed)
    - Representing the Associated Students to the Services & Activities Committee
    - Representing the Associated Students to the Bookstore Advisory Committee
    - Regularly attending the AS Executive Board and Senate meetings to provide updates on AS Financials (as needed)
    - Providing training to the incoming Business Director during Spring Quarter
- Developing the Operational Budget of the AS for the next fiscal year (a recommendation to the AS Board, S&A Fee Committee, and WWU Board of Trustees) by:
    - Convening the AS Budget Committee
    - Serving as the Chairperson to the AS Budget Committee
    - Working with the VU/DOS Finance Manager and Financial Fund Manager to support

and provide leadership for the annual budget development process for the next fiscal year

- Maintaining and improving the Budget Proposal Systems

### **Wage**

Starting hourly rate of \$14.91.

### **Reportage and Advising**

This position received direct advising and supervision from the Associate Dean of Students/Director of the Viking Union (the Fund Financial Manager).

This job description is subject to change in accordance with the AS Employment Policy.

The Associated Students is an Equal Opportunity Employer.

Revised on February 28, 2013 by motion ASB-13-W-21.



**Associated Students of Western Washington University**  
 AS Business Office  
 AS Business Director

**About the Position**

The Business Director acts as a ~~liaison between resource for and provides recommendations to~~ the ~~governing bodies of the~~ Associated Students (~~the ASAS~~)- Executive Board and the AS Senate) ~~regarding AS budgeting, financial decisions and implications on student fee funded programs and services. and accounting operations.~~ ~~The Business Director supports the fiscal operations of the AS by reconciling, reviewing or making recommendations that affect budget and business and accounting operations and processes effor the AS. generated by the of~~ Directors and the ~~student employees of the organization for all problems and concerns dealing with the day to day financial operations of the AS.~~ ~~The Business Director also works towards helps to~~ ensuring responsible and ethical use of student funds ~~that align with intended outcomes. To this end, the Business Director by serving as the a~~ primary operational interpreter of AS financial policies ~~and a resource for student budget authorities and the intent of budget allocations. Finally, the AS Business Director (in collaboration with the Fund Financial Manager) is charged with leadership in the annual AS Budget development process.~~

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**Position Classification**

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**About the Department**

The AS Business Office is responsible for facilitating the ~~day to day financial business operations effor the AS, including approving expenditures, managing program and club accounts, and advising the Associated Students governing bodies (the AS Executive Board and the AS Senate) AS Board of Directors on all financial matters of the organization. In addition, the AS Business Office supports the Student Enhancement Fund Coordinator board and related processes for the Associated Students.~~

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**Terms of Position**

This is a four-quarter position. This position starts the Monday before summer classes begin and ends the Friday of finals week the following spring quarter. This position works an average of 19 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is neither required nor expected to work during intersession, winter break or spring break.

**AS Employment Qualifications**

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.

- Ability to complete the entire term of the position.

### Preferred Qualifications

- Prior experience with managing volunteers or employees
  - Budget management or basic accounting knowledge or experience
  - Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions
- Strong interpersonal skills

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- Conflict management knowledge or experience
- Basic computer skills including MS Word, Excel, Publisher and Outlook
- Basic knowledge of department and position specific responsibilities

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#### AS Employment Responsibilities

- Serve the membership of the Associated Students in a professional and ethical manner by:
  - Being familiar with and upholding the AS Charter, all WWU policies, and all AS-PAS Policies including the Employment Policy, Code of Conduct, and Program Standards.
  - Attending all AS staff development events: pre-fall orientation, pre-winter, and pre-spring staff developments.
  - Being knowledgeable of the AS organization and its general operations.
  - Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.
  - Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a ~~15-hour~~ 15-hour internship to the incoming position holder.
  - Developing and maintaining a legacy document as required by the AS Employment Policy.

#### AS Business Office Responsibilities

- Facilitate the day-to-day financial ~~Support the business~~ operations of the AS WWU by:
  - ~~Authorizing Expenditure Requests, Transfer of Funds Forms, food and beverage approvals, student travel approvals, and Petty Cash Vouchers and Funding requests/applications which meet the policy and procedures set forth by the AS Board of Directors and are consistent with the intent of the AS Budget Allocations.~~
  - Processing funding requests and transfer forms on a timely basis
  - Assuring AS business processes are being followed ~~in~~ coordinating on with VU Finance Office ~~in AS financial matters~~
  - Assisting employees ~~and club members in~~ financial business and account management process and procedures
  - Serving as an informational resource on AS fiscal policies and procedures
  - Developing and enhancing office processes and procedures on a continual basis
  - Communicating any changes and updates in policies and procedures to AS employees and clubs
  - Serving as the Student Budget Coordinator for the Business Office.

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#### Position Responsibilities

- Facilitate the financial business and account management activities of the AS Programs and Offices by:
  - Devoting at least a total of 15 - 19 hours per week to the duties of the AS Business Office
  - Providing supervision and direction to the Student Enhancement Fund Coordinator
  - ~~Authorizing Expenditure Requests, Transfer of Funds Forms and Petty Cash Vouchers which meet the policy and procedures set forth by the AS Board of Directors, and are consistent with the intent of the AS Budget Allocations~~
  - Conducting Fall Quarter seminar for training all AS ~~Employee Budget~~

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Authorities student budget coordinators, plus supporting Budget Authority orientations whenever needed (in coordination with the Finance Office and/or Financial Fund Manager)

- Interpreting and enforcing AS fiscal policies and procedures in the best interest of the student body
- ~~Updating, revising and publishing the Budget Authority Guide~~
- ~~Creating, rRevising, and uUpdating AS Spending Guidelines~~
- ~~Supporting AS Executive Board/AS Senate in developing and maintaining AS Financial & Administrative Policies~~
- Improving and enhancing office processes and procedures
- Coordinating and closely working with VU Finance Office on all fiscally related processes and procedures
- ~~Developing, revising, and administering (with the Fund Financial Manager) policies and processes for reserve funding requests. Devoting at least a total of 19 hours per week to AS Business~~
- 
- Establishing and maintaining a minimum of 10 office hours per week

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- ~~▲~~ Maintaining a database of authorized AS ~~Programs Budget Authorities~~ student budget coordinators and communicating important information and updates as needed to them
- Updating Business Office webpage regularly with relevant resources and information
- Exercising independent judgment in interpreting Associated Students fiscal policies as they apply to expenditures of AS funds
- Coordinating all special budgeting processes requested by the AS Board of Directors
- Updating and revising ing all E-sign forms as needed ~~de during summer~~
- Performing other duties as assigned

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- Contribute to the improvement and enhancement of the overall AS organization by:
  - Recommending improvements and/or changes to AS Fiscal Policies to the AS ~~Board of Directors~~ Executive Board
  - ~~To support and offer financial~~ offer financial stewardship advise (in conjunction with AS Budget Authorities) to the AS Executive Board and AS Senate regarding new expenditure requests, reserve spending, and financial planning.
  - Being available to AS Organizations, Councils, and the AS Board to assist them with financial matters
  - ~~Work~~ Being available as an information resource related to finance and budgeting operations for the AS Executive Board and the AS Senate through regular meetings with the ing with AS Executive Board President and the ASVPs AS Senate Pro-Tempore on finance and budgeting issues
  - Serving on the following AS committees
    - AS Budget Committee (chair)
    - ~~AS Business Committee (chair)~~
    - AS Facilities & Services Council (chair)
    - AS Management Council (chair voting member and student budget coordinator)
    - AS Personnel Committee (voting)
    - Committees and processes related to AS Assessment (as needed)
  - ~~Serving as a voting member on the Management Council~~ Representing the Associated Students to the Services & Activities Committee
  - Representing the Associated Students to the Bookstore Advisory Committee
  - Regularly Attending the AS Executive Board and Senate meetings to and providing a updates on AS Financials (as needed);
  - ~~Financial Report at each regular session of the AS Board of Directors meetings as to what major business, regarding the AS, has been conducted by the Business Director~~
  - Providing training to the incoming Business Director during Spring Quarter
- ~~Set the~~ Developing the Operational Budget of the AS for the next fiscal year ((As a recommendation to the AS Board, S&A Fee Committee, and WWU Board of Trustees) by:
  - ~~Putting Conven~~ togethering the AS Budget Committee
  - Serving as the Chairperson to the AS Budget Committee
  - Working with the VU/DOS Finance Manager and Financial Fund Manager to Managingsupport and provide leadership for the annual budget developmenting process for the next fiscal yearfor the following year's activities with the ASVP of Business and Operations
  - Maintaining and developing-improving the Budget Proposal Systems

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**Wage**  
Starting hourly rate of \$14.91.

**Reportage and Advising**

This position ~~reports directly to ASVP of Business and Operations~~received direct advising and supervision from the Associate Dean of Students/Director of the Viking Union (the Fund Financial Manager).

This job description is subject to change in accordance with the AS Employment Policy.  
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Revised on February 28, 2013 by motion ASB-13-W-21.