



Executive Committee Support Position

Bookkeeper

19/1/11, 30/5/11

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Reports to: Vice President Finance
Student Association Executive Committee

Description: The Bookkeeper is responsible for maintaining and updating ongoing documentation for monthly financial reports. The Bookkeeper is appointed by, reports to and seeks direction from the Student Association Executive Committee, specifically the Vice President Finance. This position is subject to performance review at the end of each semester, or as deemed necessary, by the Executive Committee.

Key Responsibilities:

1. Abide by the constitution, bylaws, policies and procedures of the Student Association and the Nova Scotia Community College.
2. Ensure that required financial documents (i.e. cheque log, advance cheque tracking log, etc) are up to date and ready for the Vice President Finance to prepare end of month reports.
3. Prepare all cheque requisitions and requests for funding for filing and make certain that they are filed in the appropriate manner and have the necessary back up.
4. Assist the Vice President Finance with preparing financial documentation to be processed in accordance with applicable Student Association policies and procedures.

Reporting Relationship:

1. Meet regularly with the Vice President Finance to seek their direction and feedback on proposed initiatives as well as regular job duties.
2. Work with the Vice President Finance to administer, report, and reconcile the Student Association budget, as approved by the Student Association Students' Council.
3. Attend both the Student Association Students' Council and Finance Committee meetings as requested.

Knowledge/Skills/Abilities/Requirements:

1. NSCC student in good academic standing.
2. Ability to work in team environment; team player.
3. Computer literacy, including Microsoft excel, email and internet usage.
4. Good oral and written communication skill.
5. Good time management and organizational skills.
6. General business courses or financial training an asset.