

## Job Description: SGA Treasurer

**Job Title** – SGA Treasurer

**Department** – Student Government Association

**Title of Immediate Supervisor** – Chief of Staff, Student Body President, Student Body VP

**Hours** – 20hrs/week.

**Compensation** – Student Worker

**Summary/Objective** – The Treasurer manages funding, budgeting, and financial controls for Clubs, Branches, Departments, and all other SGA activities. A strong sense of equity and a commitment to procedural equity is a must. The Treasurer must maintain a current knowledge of organizational policies and procedures while adhering to SGA Constitution. The Treasurer reports directly to the Chief of Staff and directly manages the Treasury staff.

### Essential Functions

- Analyze previous-year budgets and approve future-year budgets.
- Assemble and supervise team of auditors; manage the Funding Board
- Advocate for SGA’s budget to the LU Finance team
- Oversee funding dispersion
- Interact with Club Presidents, Cabinet Directors, Branch heads, and LU staff
- Maintain Treasury documents
- Innovate and improve the Treasury Department’s effectiveness

### Competencies

Knowledge:

- Understanding of economics, accounting, business administration, and management
- Knowledge of general budgeting and auditing processes
- Fluency in MS Word, Excel, PowerPoint and Google Office

Skills:

- Active listening
- Articulate written and verbal communication
- High degree of self-motivation and ambition
- Organization

Abilities:

- Deductive reasoning and problem solving
- Gathering and processing financial information
- Ability to create and maintain strong interpersonal relationships

Required qualifications:	Preferred qualifications:
<ul style="list-style-type: none"><li>• B or higher in ACCT 211/212</li></ul>	<ul style="list-style-type: none"><li>• A in ACCT 211/212</li></ul>
<ul style="list-style-type: none"><li>• 3.2 GPA or higher</li></ul>	<ul style="list-style-type: none"><li>• 3.5 GPA or higher</li></ul>
<ul style="list-style-type: none"><li>• 1 reference from a related-field professor</li></ul>	<ul style="list-style-type: none"><li>• 2 references from related-field professors</li></ul>
	<ul style="list-style-type: none"><li>• Finance/accounting work experience</li></ul>