Title: Student Financial Manager

Department: Residential Education

The Financial Manager is a seasonal position lasting the entirety of one academic year. Candidates must be a currently registered undergraduate students, must have a guaranteed year of campus housing remaining and must live in the houses where they serve as the FMs in order to qualify for the positions.

The Financial Manager (“FM”) is responsible for tracking, setting, running, and reporting house budgets (board monies, social dues, and fines) using the policies and guidelines set by the Office of Residential Education or its designees at each of the 35 student managed residences. FMs report to the Financial Associate. All FMs are also expected to work together with their fellow staff members as helpful, responsive, reliable team players.

All Staff Responsibilities:

1. In conjunction with all staff, create a house environment in which all views, can be voiced, heard respectfully, and fully explored. This includes helping to establish community norms and standards, while fostering an environment of collective responsibility and community pride.
2. Assess community needs and desires in order to organize events, programs, and activities
3. Encourage educational and perspective broadening discussions around diversity, identity, intellectual interests, news, etc.
4. Provide residents with the necessary resources and guidance to develop and implement their own self directed community and intellectual development activities and initiatives
5. Role model mature, responsible, and respectful behavior(s), including, but not limited to:
   a. personal care
   b. ethics
   c. approachability and inclusivity
   d. professionalism
   e. academic focus
   f. substance use
   g. teamwork
6. Maintain an awareness of your status as a House Staff member in-house, on-campus, and within the greater Stanford and Bay Area community
7. Take the initiative to learn about your fellow staff members, and consistently act in a way that promotes team growth, collaboration, collective problem solving, and individual/team support
8. Proactively seek a communicative working relationship with your position advisor
9. Express differences of opinion and approach, with House and professional staff alike, tactfully and with a solution based focus – promote constructive feedback and support
10. Coordinate and attend weekly House Staff meetings
11. Discuss with the appropriate House Staff and ResEd professional staff, any prior, current, or potential relationships you may have/had that could affect your functioning within the position and/or House Staff dynamics
12. Promptly communicate resident, community, and staff concerns with the appropriate Residential Education staff member(s) and campus resource(s)
13. Follow through with all position expectations, as outlined by Peer Advisors and ResEd professional staff
14. Attend ALL scheduled trainings, retreats, and in-services

**Job Responsibilities:**

**50%: Track, Run and Report House Budgets**

- Keep clear records of all income/expenditures per policy guidelines. Report to the house community on its financial status. Take responsibility for balancing accounts and keeping the house financially solvent. Prepare and provide a variance or other analyses if requested.
- Submit necessary documentation to Residential Education Staff on a weekly basis.
- Share budget performance data on an as needed basis with student Kitchen Manager and kitchen employees (if applicable).
- Ensure that all accounts are current and no outstanding debts remain during the academic breaks following autumn and spring quarter.
- Consult promptly with the Residential Education Staff and the house if financial difficulties arise. Exercise responsibility for their timely and effective resolution.

**30%: Assessment and Education**

- Meet with Residential Education Staff once a month to review and reconcile house financial activity to bank statements and run reports.
- Submit financial records as directed by Residential Education Staff.
- Record transactions in an accounting program as directed by Residential Education Staff.
- Construct or coordinate an event or series of events held in the residence to increase the financial knowledge in your communities.
- Create, measure, and track metrics that assess the use of funds and other data points.
- Collaborate with house residents, Residential Education Staff, and other Financial Managers to share and assess metrics within your residence.

**15%: Training & Transition**

- In spring of 2013 and fall of 2013, FMs receive mandatory training sessions on the policies and protocols for setting, running, tracking, and reporting their house budget.
- Return any physical assets to the Office of Residential Education.
- Assist Residential Education Staff with the development of training for the following year’s FMs.
- Meet with incoming FM, KMs, the Financial Associate and the Kitchen Program Associate to pass along crucial information about the position, including but not limited to key logistics and other useful practical information.

5%: Set House Budgets

Work with house staff, residents, and Residential Education Staff to set the house budget.