



**MARQUETTE UNIVERSITY STUDENT GOVERNMENT
2010 FINANCIAL VICE PRESIDENT APPLICATION**

Name	E-Mail	MUID
Current Address	City/State/ZIP	Phone
Class Standing (Spring 2010)	Anticipated Graduation Date	Major
Cumulative GPA	Expected Credit Hours Spring Semester	

Please attach to this application your responses to the questions below, a resumé or college involvement activity list, and the names and telephone numbers of two professional references (employment supervisor or an advisor for activities, involvement, or academics).

1. Why are you interested in the Financial Vice President position?
2. What skills do you possess that will contribute to the success of the organization?
3. How do you feel you can contribute to and learn from a leadership position with MUSG?
4. The Financial Vice President position requires a significant time commitment. Please attach a tentative schedule for the spring 2010 term, including all academic, extra-curricular, or work activities.
5. Describe your experience with managing budgets. (Include all relevant experience, including student organization and/or personal banking.)

Which, if any, of the following computer programs are you skilled at using?

<input type="checkbox"/> Microsoft Excel	<input type="checkbox"/> Microsoft Word
<input type="checkbox"/> Microsoft PowerPoint	<input type="checkbox"/> Intuit Quickbooks

Will you be in Milwaukee during the summer to fulfill the summer obligations of this position? (required)

Yes No Uncertain at this time

Are you able to commit to a full year (through February 2011) in this position? (required)

Yes No Uncertain at this time

Please submit your application and supporting materials to the MUSG Office, AMU 133, by Friday, November 20, 2009 for best consideration. For questions or more information about this position or its requirements, contact MUSG at 288-7416.

I understand that I cannot hold office with Marquette University Student Government if I am on academic or disciplinary probation and I authorize the review of my academic and disciplinary records for the purpose of verification.

Signature _____ Date _____

MARQUETTE UNIVERSITY STUDENT GOVERNMENT FINANCIAL VICE PRESIDENT JOB DESCRIPTION

In accordance with the position description in the MUSG Constitution, the Financial Vice President shall:

- A. Serve as the chief financial and accounting officer of MUSG and uphold the Financial Policies.
- B. Coordinate all aspects of the budgeting and expenditure processes under the provisions of the Financial Policies.
- C. Serve as chair of the Budget Committee (as defined in the Financial Policies).
- D. Submit budget reports to the Executive Board on a bimonthly basis during the fall and spring semesters.
- E. Prepare for any external audits of MUSG.
- F. Be present at all Senate meetings. In case of absence, arrange for the Controller to attend.
- G. Maintain close lines of communication through the Dean of Student Development and the University Comptroller's Office.
- H. Report to the President and to the Executive Board.

Additional responsibilities include:

- Responsible for all financial functions of MUSG including the revenue and expenditure process, preparing financial statements, and financial analysis.
- Responsible for preparing annual budget (current FY09 budget totals \$455,700).
- Responsible for allocation process which funds events sponsored by recognized student organizations.
- Serves as an external liaison to recognized student organizations.
- Ensures compliance with University business policies and procedures.
- Fulfills summer obligations, including bill payment, deposits, year-end financial statements, and departmental projects.

This individual is considered an employee and receives a \$5,000 stipend (\$2,000 per semester, \$1,000 summer term) as compensation (this amount is for the 2009-2010 academic year – next year's stipend to be determined in the annual MUSG budget process).

Paid and volunteer staff supervised by the Financial Vice President include:

Controller (1)

1. Responsible for preparing payroll for the Comptrollers office.
2. Process all MUSG check requests and bills, verify billing documentation and prepare financial reports.
3. Prepare all deposits and income reports in accordance with University procedures as provided for in the Financial Policies and process purchase orders.
4. Attend meetings of the Senate when the Financial Vice President cannot attend.
5. Responsible for duties as assigned by the Financial Vice President.

Financial Office Assistants (2)

1. Responsible for the distribution of paychecks and reimbursement checks.
2. Responsible for duties as assigned by the Financial Vice President.

MUSG Budget Committee

Standing committee of MUSG responsible for compiling and submitting annual budget recommendations in accordance with the Financial Policies. Chaired by the Financial Vice President, this committee also reviews appeals from the Student Organization Allocation process.

MUSG Student Organization Allocations Committee

Standing committee of MUSG responsible for compiling and overseeing the periodic allocations of the Student Activity Fee as it pertains to club sports teams and registered student organizations in accordance with the Financial Policies. Chaired by the Executive Vice President with management support from the Financial Vice President.