

# FINANCE COORDINATOR

## SFU HUMAN RESOURCES STUDENT ASSOCIATION

### Job Description

#### HUMAN RESOURCES STUDENT ASSOCIATION (HRSA)

The Human Resources Student Association (HRSA) is a student-run organization at Simon Fraser University's Beedie School of Business. We aim to support students and broaden their knowledge of Human Resources by providing engaging opportunities to connect with industry professionals through innovative initiatives and events.

#### ROLE DESCRIPTION

The Finance Coordinator will assist in implementing strong financial processes that enhance HRSA's growth and ensure the successful execution of the organization's events. They will be exposed to the financial aspects of the organization such as event budgeting, grant requests, bookkeeping, financial statement analysis, annual report preparation and operational planning.

**Reports to:** Gleanne Abella — Vice President of Finance & Operations

**Term:** October 2022 – April 2023

#### RESPONSIBILITIES

- Prepare accurate budgets and financial statements along with communicating these reports to internal and external stakeholders
- Maintain and update financial records such as general journal entries and general ledger accounts
- Analyze all financial statements and provide suggestions for further growth
- Understand and follow the Simon Fraser Student Society's (SFSS) procedures
- Ensure all room bookings, audio/visual, facilities, and catering needs are met for all portfolios

#### QUALIFICATIONS

- Strong analytical and problem-solving skills
- Excellent written and verbal communication skills
- Ability to prioritize and deliver multiple assignments
- Exceptional planning and time management skills
- High attention to detail and ability to meet tight deadlines
- Strong administrative ability and organizational skills
- Previous accounting experience is an asset
- Please refer to the coordinator application form for instructions on how to apply.

**APPLICATION DEADLINE IS SEPTEMBER 23 AT 11:59 PM.**

