



Job Announcement

Senior Director of Business Admin & Finance

Organization and Program Profile:

AS is the student government at SF State and is a non-profit 501(c)3 public benefit corporation that administers the budget through the Board of Directors. The Board of Directors are elected annually by the student body and serves as the official voice of students. AS promotes an enriched co-curricular student life experience and is dedicated to the empowerment of SF State's diverse student body through a commitment to social justice and shared governance. AS provides and supports services and programs, maintains fiduciary responsibility, and engages in campus-wide collaborations and external advocacy efforts.

Position Summary:

Under the occasional oversight of the Associate Executive Director, the Senior Director of Business, Admin & Finance is responsible for all aspects of the Associated Students Accounts Payable, including reviewing all Check Requisitions, Independent Contracts, Purchase orders, and petty cash requests. Maintaining an accurate ledger as well as making sure the reconciliation of all expenses is verified. Maintains communication with University Corporation regularly. Oversees Business Office Staff in the day-to-day operations of the office which includes shipping and receiving. Manages the DocuSign platform for Associated Students, including but not limited to creating templates, training, and record retention documents. As well as provide administrative support to the Associate Executive Director.

- Manages accounts payable department, trains, supervises and evaluates the student staff.
- Manages functions such as maintaining the general ledger, accounts payable, budget trackers, subscriptions, and travel credit.
- Generates and prepares reports on departmental budgets as requested by supervisor; creates budgetary tools in preparation for the new fiscal year.
- Reviews and approves all Check Requisitions, Independent Contracts, and Purchase Order requests; creates and reviews contracts, riders, and forms.
- Receives vendor invoices and requests for disbursements, reviewing for accuracy, validity and proper documentation.
- Maintains effective internal controls to ensure transactions follow AS policies and procedures are properly reflected on the financial statements.
- Manages the corporate credit cards. This includes placing orders for the departments and student organizations and performing monthly reconciliations of all the credit card statements. Responsible for managing the credit limits of the organization to maintain fiscal responsibility of AS student dollars.

Minimum Qualifications:

- BA/BS in business field a plus (or equivalent work experience)
- 3 - 4 years relevant experience in accounting and/or accounts payable and accounts receivable.
- 3 - 5 years supervising experience.

Salary/Benefits

Salary range: \$87,550-96,979/annually

- Medical (CalPERS), dental, vision, for employees and qualified dependents
- 12.5% equivalent of salary towards Simplified Employee Pension (SEP) Plan
- Life insurance (Basic and AD&D Dependent Term Life)
- Long Term disability
- 14 Paid holidays *plus* Personal Holiday
- Sick leave accrued over time, approximately 12 days per year
- Vacation accrued over time, approximately 15 days per year

Click the link below to apply:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=263330c5-245d-4608-ad19-e76a1d2d1917&ccld=9200441036696_2&lang=en_US