JOB TITLE: UVSS PRID1 - UVic Pride Collective Financial Coordinator

DEPARTMENT NAME: University of Victoria Students’ Society – Pride Collective

CONTACT NAME: Alexis Masur

JOB DESCRIPTION:

The Financial Coordinator is responsible for ensuring that the Pride Collective’s finances are kept in order and balanced, and reports are made readily available for collective members and the UVSS executives. Specifically, the Financial Coordinator will be responsible for:

- Maintaining financial records, including detailed records of all transactions.
- Communicating with other Coordinators who regularly deal with UVic Pride’s finances (such as the Resource Coordinator or the Fundraising Coordinator).
- Processing and maintaining records of cheque requisitions.
- Reporting to the UVSS Board and Executives as required under UVSS Constitution and Bylaws.
- Creating semesterly budgets (with the assistance of other collective members) to be approved at collective meetings once per semester.
- Presenting reports on the current budget to the Collective, including spending to date and projected budget as required.
- Host budget and financial meetings to develop financial policies that align with UVic Pride’s policies and by-laws as needed.
- Fulfilling the duties above within deadlines set by the UVSS Board and Executives, as well as the UVic Pride Collective.
- Consulting with the rest of the Pride Collective and other service providers on issues regarding finances.
- Attend collective and committee meetings, as required.
- Other relevant duties as discussed with the Supervisor and agreed to by the Financial Coordinator.

QUALIFICATIONS:

- Excellent organizational, interpersonal, and communication skills.
- Ability to work well both collectively and independently to achieve goals and meet deadlines.
- Ability to maintain confidentiality.
- Ability to work comfortably with computers (Mac OS X, Microsoft Office for Mac, and Google Drive).
- Experience with budgeting and creating and/or maintaining financial documents.

Applicants must be eligible for Work Study Program
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php
- Experience working with confidential and/or personal information an asset, but not required.
- Experience with Square and Paypal an asset, but not required.
- Previous experience or strong interest in anti-oppressive organizing practices.
- Strong understanding of gender, sexual, and romantic diversity and specific needs of queer, trans, and two-spirit communities.

- Preference will be given to trans and/or gender-variant applicants.

UVic Pride will provide training/orientation as well as mandatory anti-oppression training. Other training opportunities will be made available as needed.

The UVSS is an equal opportunity employer. UVic Pride works to create spaces that are inclusive, respectful and welcoming. Discussion of accommodations required for employment is welcomed.

**JOB LOCATION ON-CAMPUS:** UVic Pride Office – Student Union Building B010.

**WORK STUDY WAGE:** $13.50 /hour (including 4% vacation pay)

**DEPARTMENT TOP UP:** $4.00

**HOURS AVAILABLE:** 340

**HOW TO APPLY:**

Bring a printed resume and cover letter to the Pride Collective mailbox in Student Union Building General Office (room B128) OR send an e-mail with attachments to hiring@uvicpride.ca with “WORK STUDY POSITION - FINANCIAL” in the subject line.

***Include the number of work study hours you are approved for in the cover letter.***