

**Job Title:** Director, Finance

**Weekly Time Commitment:** 8 hours

**Reports to:** President

**Roles and Responsibilities:**

- Keep track of balance sheet and ledgers for all incoming sponsorships
- Coordinate with the Events Team to plan events that and ensure budget is being followed
- Ensure proper communication leading up to events with President and rest of team
- Pay back individuals on the team which have spent money in the benefit of the rest of the team
- Monthly meetings with President and Directors of Finance for the LSA to ensure proper use of funds and neatly kept ledgers and balance sheet.

**Required Skills and Traits:**

- Teamwork
- Strong Oral and Written Communication
- Detail Oriented
- Organization and Time Management
- Negotiation Skills