The Associated Students, Inc. (ASI) is a 501(c)3 not for profit corporation which serves as an auxiliary of the California State University, Dominguez Hills (CSUDH) with approximately 15,000 students. CSUDH is one of 23 campuses in the California State University system. The campus is an urban, comprehensive public university serving the extended South Bay area of the Los Angeles basin. The campus attracts students who represent the cultural and ethnic diversity of the area. As the student government organization, the ASI represents the concerns of the students. Through their membership representation on various University committees and groups, the ASI has a substantial influence on many important decisions. The ASI also provides programs and services to the student body.

Position Description

The Finance Manager assists the Executive Director in the financial management of the Associated Students, Inc. The Finance Manager assists the Executive Director in organizing, managing and implementing fiscal corporate functions of Associated Students, Inc. The Finance Manager is responsible for the daily processing and tracking of financial paperwork for the corporation, cost centers receiving student referendum fee money, and student organization accounts. This person assists the Executive Director to ensure that the corporation is in compliance with all campus, California State University, State of California, and Associated Students, Inc. regulations, policies and procedures. The Finance Manager supervises the ASI Technology Assistant.

Description of Duties and Responsibilities

- Manage day-to-day processing of financial paperwork and monitoring of the corporation’s budget
- Process financial paperwork and monitors the budget for student activity fee money for Athletics, Toro Learning Center, Child Development Center, Multicultural Center, and Technology Referendum
- Analyze student fees and refunds, ensuring both are reconciled to the university census and the university accounting system; in compliance with ASI, University, CSU, and State of California business policies and procedures
- Provide training for ASI employees, student directors, and student fee users on accounting business policies and procedures
- Prepares and submits reports as needed and requested on fiscal and business matters, monthly and quarterly fiscal reports, monthly reconciliation, and all audits
- Coordinate all year-end accounting procedures with University Fiscal Operations
- Assist in guiding and assisting the Finance committee through the process of developing an ASI annual budget.
- Assists with fiscal policy development and implementation and is responsible for updating financial policies and procedures.
- Prepares travel paperwork and making travel reservations
- Ensures compliance with the ASI credit card policy for all cardholders, prepares statement documentation for the ASI staff and processes credit card payments
- Assists with the notification and monitors funds for student organization support
- Overseer processing and submission of ASI payroll for Associated Students, Inc., staff, as well as payroll for persons in cost centers receiving student fees
Tracks sick and vacation days and processes and tracks the enrollment for benefits
Monitors student health insurance plans offered through Associated Students, Inc.
Hires, trains, supervises, and evaluates the Technology Referendum Assistant
Serve on ASI and University Committees as directed

Minimum Qualifications
- Bachelor’s degree or equivalent in accounting, business administration, public administration, or a closely related field
- Three years administrative experience operating with minimal supervision and a high degree of initiative
- Excellent computer skills
- Willingness to work with an ethnically diverse and culturally pluralistic student body, staff and administration

Preferred Qualifications
- Master’s degree in a job related field
- Two years experience in staff supervision, budgeting, financial analysis and accounting (within a non-profit organization)
- Knowledgeable in accounting software e.g. PeopleSoft, Sage MIP Fundware
- Knowledgeable of auxiliary relationship to university campus
- Knowledgeable of and commitment to the principles of student development

Conditions of Employment
Rate: $45,000 - $57,000
Workweek Class: Exempt
Work Schedule: 5/40
Comparable to State Classification:

This position is employed by the Associated Students, Inc. and is subject to related personnel policies and procedures. This position serves at will and does not receive tenure or permanency.

The Associated Students, Inc. is an Equal Opportunity, Title IX Employer. In addition to meeting fully its obligations under federal and state law, Associated Students, Inc. is committed to creating a community in which a diverse population can live and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, political views, sexual orientation, or other personal characteristics or beliefs.

Closing Date
For full consideration, all materials must be received by September 14, 2012.

Application Procedures
Applications may be picked up as noted below or found on the ASI website located at http://www2.csudh.edu/asi/forms/docs/employment%20%28staff%29%20application.pdf
A resume must accompany the application. All materials must be submitted by the date listed above. Questions should be directed and materials mailed or hand delivered to:

Finance Manager Search Committee
Associated Students, Inc.
California State University, Dominguez Hills
1000 E. Victoria St.
Carson, CA 90747

For additional information, please call (310) 243-3686 or e-mail Michellena Lakey at mlakey@csudh.edu.