



**CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
RESIDENCE HALLS ASSOCIATION EXECUTIVE BOARD**

Department: CSUN Student Housing

Position: Finance Manager

Hours: 5 office hours and mandatory weekly meetings attendance

Appointment Dates: May 25th, 2020 – May 26th, 2021

Compensation: 50% University Park Apartment bed space credit

Position Focus:

Under direct supervision by the RHA Advisor, the RHA Finance Manager is responsible for full maintenance tracking of RHA finances and the keeping of itemized accounts.

Executive Board Responsibilities:

- Be a resident during the summer to plan and prepare for the upcoming semester and Welcome Week activities (cost of summer housing is waived for 20 weekly office hours)
- Serve 5 office hours in the RHA office per week during the academic year
- Attend regular RHA meetings including: one-on-one meetings with supervisors, Weekly Executive Board Meetings and General Board Meetings
- Participate in event planning process and serve in event lead rotation
- Act as liaison with Park Council Directors (PCDs) as chosen by Executive Board at the beginning of the academic year
- Participate and engage in CSUN Residential Life Student Leader Training.
- Submit at least one nomination for the End of the Year Matador Involvement Center Awards Ceremony

Responsibilities:

- Collaborate with Student Housing Finance Manager to approve Annual Budget
- Prepare, present, and submit the annual AS Budget Proposal for the following academic year. This proposal must be presented to the Executive Board two weeks prior to the AS deadline
- Give updated account status reports at General Board Meetings
- Collaborate with the Executive Board to organize and implement all fundraisers
- Maintain good financial standing with campus partners and other vendors
- Coordinate AS Expenditure Requests and Cash Advances with RHA Advisor
- Responsible for managing university checks
- Must have access/knowledge of an Excel program (for spreadsheets/etc.) or equivalent
- Manage budget ledger
- Responsible for other duties as assigned by President and/or Advisor

Skill Development:

- Direct experience with student government advising and development
- Experience with paraprofessional staff selection and training
- Experience with program development and implementation
- Experience understanding CSUN student leadership development
- Facilitating collaboration between Student Affairs Offices & students
- Potential for skill development in other desired areas of Residential Life
- Experience with qualitative and quantitative assessment techniques
- Experience with the budgetary process
- Experience with professional skills development
- Experience with communication for a nation-wide recognized program

Contact Information: Gerson Lam, Coordinator for Residential Student Success
Residential Life Office 17950 Lassen Street, Northridge, CA 91325
(818) 677-6113 • gerson.lam@csun.edu