Financial Specialist Position Description

Summary of Financial Specialist Duties:
The Financial Specialist of ALPs will assist the coordinators and EE specialist in efforts to manage ALPs’ budget in a fiscally responsible manner and through processing and updating ALPs’ purchases and expenses.

Compensation and Terms of Employment:
$9.20 per hour; the position is hired by the ALPs hiring committee and is open to all University students 8 hour per week for 48 weeks per year
Start date, December 1st, 2011

Primary Duties Include:

Financial
- In partnership with the coordinators and the EE Specialist, writes Budget Proposal, End of the Year Report, Mid-Year Report, Eligibility Applications, and any necessary Budget Alterations
- In partnership with the coordinators and the EE Specialist, manages the ALPs budget in a fiscally responsible manner
- Is a trained authorized signer
- In partnership with the EE Specialist, reviews timesheets and records staff hours for accurate financial tracking
- Works with the EE Specialist and the SSFC Financial Specialist to pay bills in a timely and efficient manner
- Maintains ALPs accounting system and records ongoing expenses [independent of the budget on record with SSFC to ensure current balances]
- Provides staff with budget updates
- Educates staff about financial procedures

Personnel
- Meets weekly with the EE Specialist and Coordinators
- Meets with the SSFC Financial Specialist as appropriate
- Meets with the SSFC Chair as appropriate
- Attends LC meetings to give budget updates as necessary

Qualifications:
- A UW-Madison enrolled student
- Willing to commit necessary time to the position in order to help ALPs achieve annual goals by utilizing the ALPs budget in a fiscally responsible manner
- Exceptional organization skills
- Experience in financial planning, budget management, and demonstrating fiscal responsibility
- Excellent knowledge of Excel, Microsoft Word, and email
- Able to offer a one year commitment to the position