Accountant Job Description

Office of Student Body Treasurer, Student Government

Overview

The Accountant to the Office of Student Body Treasurer serves Student Government by maintaining real-time budget knowledge so that all Student Government’s students can plan accordingly and maximize our budget.

Duties of Accountant

- Attend 2 training sessions held in April, 2014
- Attend 1 weekly meeting held on Monday nights at 7pm with a report of the week’s expenditures
- Maintain 2 office hours per week, spread throughout the week
- Maintain an up-to-date spreadsheet detailing all Student Government approved spending and actual expenditures

Commitment

The tasks above serve the following goal: to acutely understand not only the budget tracking system itself, but also Student Government’s expenditures and to communicate this knowledge by maintaining a user friendly budget spreadsheet. The Office of the Treasurer Accountant will also be responsible for using developed mastery of the budget tracking system to further improve its accuracy, timeliness, and ease of use.