



**TITLE: Advisor, Student Life Accounts and Marketing Programs**

**CLASSIFICATION: Classified**

**SALARY GRADE: P**

**JOB DESCRIPTION:**

Under general direction, performs accounting duties related to the maintenance, analysis and reconciliation of Student Life funds and financial records; provides advice for the development of Student Government budget; advises club leaders on financial affairs; prepares related budgetary reports; and advises Student Government Assembly (SGA) Marketing Committee on the development of student benefit programs.

**SCOPE:**

The Advisor, Student Life Accounts & Marketing Programs ensures compliance with generally accepted accounting principles and local, State, and Federal requirements and regulations for auditing purposes; coordinates fiscal operations for student government and for Student Life trust accounts for clubs, organizations, copy centers and ID operations.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Coordinates all fiscal and banking operations for the Associated Students, clubs, copy centers and Student Life, Equity & Engagement retail operations; ensures compliance with District policies and procedures and applicable Federal and State Laws, codes, rules, and regulations; processes accounts payable and receivable; generates invoices and requisitions for the District including all Associated Students' entities and Student Life trust accounts; prepares deposits, and issues checks.
2. Coordinates the development of the annual Associated Students' budget; serves as the Advisor to Associated Students' budget and finance committees; provides financial reports; advises students and organizations on use of student funds.
3. Serves as the Advisor for the student government marketing committee; coordinates and advises the implementation of marketing activities and outreach for the Associated Students including the marketing of Associated Students' CubCard+ benefits; coordinates community retail outreach for student benefits; monitors and updates designated web pages.
4. Oversees the collection, recording, deposit and disbursement of fees and funds in accordance with established policies and procedures; resolves student account issues; creates, reviews, monitors and evaluates for multiple Point of Sale systems.
5. Coordinates the Book and Emergency Loan program, and the Student Greeter program.
6. Prepares fiscal year-end closing entries to facilitate and serve as contact for external audits.
7. Reviews Certificates of Deposits, savings and reserve funds to maximize interest income.
8. May serve as a lead worker to other classified staff in the area.
9. Hires, trains, and supervises student and short-term, non-continuing employees.

**ABILITY TO:**

Coordinate budget and accounting duties, apply governmental accounting and auditing principles and procedures; learn and interpret laws, rules, regulations and policies; analyze budgets and make recommendations; communicate effectively in English; maintain cooperative working relationships, demonstrate sensitivity to, and respect for, a diverse population.

**KNOWLEDGE OF:**

Generally Accepted Accounting Principles (GAAP); District policies and procedures; State and Federal regulations; methods, practices, and terminology used in accounting and financial record keeping; reconciliation and reporting processes; best practices in student development theory to advise students in clubs, student government and other student affairs programs; standard office productivity and accounting software.

**QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

**EDUCATION:**

Bachelor's degree

**EXPERIENCE:**

Increasingly responsible (2-4 years of full-time equivalent) experience performing accounting or bookkeeping duties. Some (1-2 years of full-time equivalent) experience in student development and advising preferred.

**LICENSE OR CERTIFICATE:**

This classification requires the use of a personal vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record, proof of insurance, and vehicle registration and licensing.