

TITLE: Advisor, Student Life Accounts & Marketing Programs

CLASSIFICATION: Classified

SALARY GRADE: C12

SCOPE OF POSITION:

Performs accounting duties related to the maintenance, analysis, and reconciliation of student life funds and financial records. Provides advice for the development of the student government budget. Advises club leaders on financial affairs. Prepares related budgetary reports. Advises Student Government Assembly (SGA) Marketing Committee on the development of student benefit programs.

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. Oversees fiscal and banking operations for the Student Government Assembly, clubs, copy centers, and Student Life, Equity & Engagement retail operations. Ensures compliance with District policies and applicable federal and state laws, codes, rules, and regulations. Coordinates the development of the annual Student Government Assembly budget. Serves as the advisor to Student Government Assembly budget and finance committees. Provides financial reports. Advises students and organizations on use of student funds.
2. Serves as the advisor for the Student Government Assembly Marketing Committee. Coordinates and advises the implementation of marketing activities and outreach for the Student Government Assembly. Coordinates community retail outreach for student benefits. Monitors and updates designated web pages.
3. Oversees the collection, recording, deposit, and disbursement of fees and funds in accordance with established policies and procedures. Resolves related account issues. Creates, reviews, monitors, and evaluates multiple point of sale systems. Processes accounts payable and receivable. Generates invoices and requisitions for the District, including all Student Government Assembly entities and student life trust accounts. Prepares deposits and issues checks.
4. Coordinates the Book and Emergency Loan Program and the Student Greeter Program.
5. Prepares fiscal year-end closing entries to facilitate and serves as contact for external audits.
6. Reviews certificates of deposit, savings, and reserve funds to maximize interest income.
7. May hire, train, and supervise student employees.
8. May direct the work of short-term, non-continuing (STNC) employees.

KNOWLEDGE OF:

1. Generally accepted accounting principles (GAAP).
2. Methods, practices, and terminology used in accounting and financial record keeping.
3. Reconciliation and reporting processes.
4. Best practices in student development theory to advise students in clubs, student government, and other student affairs programs.

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KNOWLEDGE OF – Continued

5. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
6. Applicable technology, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Coordinate budget and accounting duties.
2. Apply governmental accounting and auditing principles and procedures.
3. Interpret, apply, and explain legal mandates, policies, regulations, and guidelines.
4. Analyze budgets and make recommendations.
5. Maintain confidentiality.
6. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
7. Communicate effectively, both orally and in writing.
8. Exercise appropriate judgement in interactions with others and with work processes.
9. Interact with the public in a helpful, courteous, and professional manner.
10. Demonstrate sensitivity to, and respect for, a diverse population.

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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Bachelor's degree in a closely related field of study required.

EXPERIENCE:

2+ years of increasingly responsible experience performing accounting or bookkeeping duties required.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).