



Finance Coordinating Treasurer Inter-Cooperative Council (ICC) at the University of Michigan

Status: Term-Limited (ends December), scholarship position, 8 hours a week

Scholarship: 50% of ICC Charges

Reports To: Director of Financial Services

Application: Email mary@icc.coop to schedule an interview

Version Date: September 2023

Objectives of Job

The Finance Coordinator Treasurer (FCT) provides both operational and programmatic support to the Director of Financial Services (DFS). Financial responsibilities range from corporate accounting to member account services, as well as supporting Treasurers (TR) and house accounting services. We are looking to engage a member who is already intimately familiar with the ICC's finances, budgeting, and unique accounting challenges to help bring us up to date and contribute to other accounting initiatives.

Essential Duties, Functions and Responsibilities

- Work on Budget – create excel spreadsheets in google; template and presentation
- Run Monthly Financials – prep in budget comparison spreadsheets and post on website
- Work closely with Finance to develop reconciliation processes and help reconcile all 92 accounts
- Any other projects assigned by FinCom, CoCo and the board. Current project: Payment plans, Outstanding balances and Tier 1 through debt collection.
- Work on enabling Treasurer Reconciliation access through Rent Manager
- Work with Treasurers to enter all house members email and invoice prep
- Develop and train monthly house reconciliations to spending, review unpaid balances and ensure Rent Manager reflects spending.
- Train treasurers on how to enter member fines, house charge releases, and any other member account transactions pertaining to house charges.
- Develop Treasurer training and present at treasurer training.
- Work with Food stewards on processes to ensure that all spending is verified and approved.
- Assist with house closings and shares refunds.

Qualifications

- Scholastic focus on Finance / Accounting or 1 year experience as House Treasurer / Finance Committee member
- Extensive Google Suite and Excel experience
- Ability to prepare clear, concise, and complete reports
- Ability to appropriately handle sensitive, confidential information
- Weekday availability between 8-4pm with ability to work remotely as needed

DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.