



Director of Finance:

Updated July, 2025

- Administer the executive finance budget and draft the annual GPSA budget
- Review the Finance Code and provide any necessary updates to be approved by GPSA Council
- Plan and administer the budget and appropriation process for student organizations to request funding from GPSA, including applications, schedule, workshops, etc.
- Present Committee recommendations regarding the budget and all appropriations that come before Council at each Council meeting
- Make updates to the Finance Committee page of the GPSA website
- Draft any communications provided by the Finance Committee
- Hold committee meeting/appropriation hearings at least one (1) time per month when Council is in session; adhere to pertinent timelines for the appropriations process as set forth in the Finance Code
- Chair, compose, and manage a Finance Committee comprised of no less than 5 members representing at least three RDSAs; members of this committee are appointed by President and Council Chair
 - Manage committee budget
 - Serve as mentor for the Finance Committee Vice Chair
- Work closely, and cordially with the Student Government Accounting Office (SGAO) for funding distribution
- Organize and hold annual budget request hearings in the spring
- Attend meetings as requested by the GPSA President or Chief of Staff
- Hold voting membership on the Executive Board (E-Board)
- Adhere to the Constitution and Bylaws (especially the Finance Code) in the execution of responsibilities, power and duties
- Serve a minimum of three (3) scheduled office hours each week in the GPSA Office
- Provide annual written public report to the President to be included in the annual report
- All other duties as reasonably requested by the President or as defined by the GPSA Constitution and Bylaws.

Qualifications:

- Must be accepted and enrolled in a graduate or professional program
- Experience with managing a team, and working in a team environment
- Strong verbal and written communication skills, including producing and delivering cohesive presentations
- Broad understanding of budget spreadsheets and terminology; previous experience managing a budget preferred, but not required
- Ability to work independently and complete tasks on deadline, with limited supervision
- The ability to work efficiently in a fast-paced, dynamic environment
- Conduct themselves in a manner that promotes public confidence in the integrity and impartiality of the grants process

Compensation:

- Stipend is determined annually through the annual budget process or appropriation