



# Finance Manager

## Position Overview

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The **Finance Manager** will serve as a primary representative of the Associated Students by providing assistance through the means of financial management and forecasts. The Manager will be responsible to help accomplish the goals and objectives set forth by the Office of Student Life.

## Eligibility Requirements

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1. Be enrolled as a full-time undergraduate ONU student
2. Maintain a minimum 3.0 cumulative GPA
3. Profess Jesus Christ as Lord and be committed to living a consistent life of Christian witness on and off campus, representing Christ and Olivet
4. Understand and agree that this position must take priority over other opportunities to work or serve on or off campus (i.e., Ministry Team, Resident Assistant, ROTC, Admission Ambassador, Varsity Athlete). *Students considering a secondary position may not be eligible to serve unless pre-approved by the Dean of Student Life.*
5. Have completed both the Financial Accounting and Managerial Accounting courses  
*Please note that exceptions may be available by petition upon request. Those interested in petitioning may do so on the formal application.*

## Focused Efforts

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- Financial reports and forecasts
- Monitor financial details
- Manage and balance budget line items pertaining to the Associated Students clubs, organizations, and general operations
- Partner with department staff on tasks pertaining to budget related items
- Prepare for annual March Audit of the Associated Students account
- Provide administrative assistance in areas related to, but not limited to; communication, documentation, analytics, collaboration, and problem solving
- Engage with efforts that aide in student satisfaction and retention including, but not limited to, attending all school events
- Model and shape a culture of positivity, gratitude, and respect

## Reporting

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### Office of Student Life

- Dean of Student Life, Kathy Steinacker
- University Financial Advisors: Devlin Devore

## Committee Work

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- University Steering Committee: Financial Committee (by invite, tbd)
- Student Life Finance Committee

## Standing Meetings

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- Dean or Student Life, as needed
- University Financial Advisor, as needed
- Student Life Leadership Team, Monthly
- Student Development Advisory Group (SDAG),  
6 per semester Tuesdays 9:20am

## Compensation

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This position requires steady presence and being available at short notice. Compensation is \$15 per hour.

Hours beyond 15 should be pre-approved with the intent to not exceed 20 hours on any given week. Some exceptions apply and the Dean of Student Life will provide counsel.

## Notations

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The Finance Manager will work closely with university staff that are responsible for planning, designing, and developing large scale projects within their department.

There will be required job shadowing that will begin in March 2025. Hours are flexible but need to be prioritized. Time commitment estimated at 30-35 hours and will be compensated.

This position will provide job experience, mentoring, career development, practical training, and public awareness.

This job description is subject to change. Any adjustments would be communicated in advance and would not affect employment.