

- I. **Title:** Financial Services Coordinator
- II. **Description/Scope:** The Financial Services Coordinator coordinates and supervises the cash support services for the University Union, as well as processes and maintains financial records related to these services.
- III. **Supervisor:** Financial Specialist
- IV. **Pay Rate: \$13.00/hour**
**Compensation according to the University Union Wage Rate Guidelines (updated winter 2023)*
- V. **Time Commitment:**
This position will require approximately 10-15 hours per week.
- VI. **Responsibilities:**
- a. Assist in the developing and updating of manuals and procedural guides.
 - b. Coordinate the daily revenue deposits and reconciliation reports for the University Union.
 - c. Provide monthly computerized spreadsheet reports of generated revenue for the University Union operations.
 - d. Assist in the reconciling and depositing of the On-Line Card Services revenue.
 - e. Reconcile safes weekly.
 - f. Perform other duties and projects as assigned by Financial Specialist.
- VII. **Qualifications:**
The Financial Services Coordinator must possess leadership ability, management experience, communications skills, organizational skills and ability to work independently with little supervision. Knowledge of the University Union policies and procedures, previous cash handling and customer service experience is preferred.

****All University Union employees must be enrolled in at least 6 undergraduate or 5 graduate credits per semester and have a minimum of 4 semester of schooling left at time of hire.**

Updated: 03/20/24

