



Treasurer

Description

The Treasurer plays a vital role in the financial well-being of Hillel and its programs. As a Va'ad Student Leadership Executive Committee member, you must act as a role model, create interactions with students, and help with events and projects Hillel produces on a rolling basis to be determined by the Assistant Director and the President. The Treasurer is part of the Va'ad Student Leadership Team, reports to the President, and is supported and supervised by the Assistant Director.

Who You Are

- A rising Jewish Miami University Sophomore, Junior, Senior, or Graduate student with a passion for sharing your love of your community with Miami University
- An open-minded individual with a willingness to engage with a diverse range of personalities and people
- A purpose-driven individual with a willingness and capability to delegate when appropriate
- Someone who enjoys thinking strategically and analytically.

What you'll do

- Prepare for and attend weekly Va'ad meetings
- Manage the finances (eg: tracks budget, revenue, and expenses, make payments, etc.) of Hillel: AJS
- Act as Hillel's Finance intern to coordinate budgets and help raise funds
- Maintain accurate, transparent, and up-to-date records of all financial transactions as it relates to programming

- Oversee Associated Student Government (ASG) funding cycle applications and allocations, ensuring that funding requests from Hillel: AJS are made in accordance with the ASG timetable and rules
- Train and update the Va'ad team about finances
- Sign all relevant programming documents, including contracts

What you'll bring to the job:

- Understanding non-profit organization finance matters, specifically as it relates to budgeting
- Comfortability working with Excel and Google Sheets
- Integrity and leadership - the ability to act as the role model you hope you inspire out of others
- Excellent time management skills
- Leadership skills and the capacity for effective teamwork and group leadership
- Excellent organizational and verbal communication skills and responding in a timely and respectful manner
- Ability to check ego at the door
- Sense of humor and fun attitude

What you'll get out of it:

- Exclusive networking with Hillel alumni, major donors, and board members
- Mentorship match with a professional in your field of interest
- Advanced opportunities to find a summer internship
- Professional development and skill-building
- Add your Hillel experience to your resume
- Flexible work hours
- \$500 stipend per semester