



Associated Students of Moorpark College

Job Description: Director of Budget & Finance

1. Shall have general supervision in cooperation with the AS Advisor of all ASMC Board of Directors (BOD) finances.
2. Shall have primary responsibility for the preparation and development of the budget of the Associated Students.
3. Shall notify the Board of Directors and the AS Advisor in writing, when an account or budget line item has become or is in danger of becoming overdrawn.
4. Shall be an authorized signatory on all accounts of the Associated Students.
5. Shall prepare requisitions for expenditures of the Associated Students funds.
6. Shall maintain an accurate record of all Associated Students Trust Accounts.
7. Shall be responsible for representation of the Associated Students on matters of fiscal planning as a student member of the Moorpark College Fiscal Planning Committee.
8. Shall prepare a financial statement to be presented to the Board of Directors at least once a month during the regular academic year.
9. Shall serve as chairperson of the Associated Students ad hoc Finance Committee if established.
10. Shall serve as chairperson of the Associated Students Programming Committee, shall reserve his/her vote only in the event of a tie.
11. Shall assist the AS BOD in facilitating the use of the Associated Students Programming fund and the Inter Club Council fund.