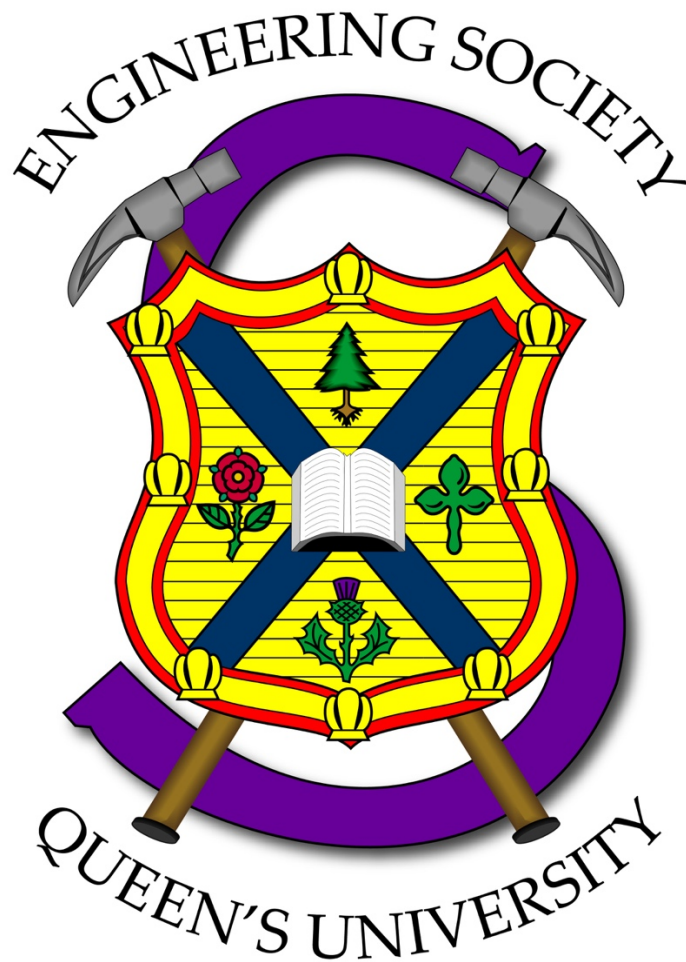


The Engineering Society of Queen's University Presents...

Director of Finance Position Manual



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Director of Finance 2016-2017

Presented: January 2017

Job Description

The Director of Finance, formally the Society's Vice President Finance, oversees the operational finances of the Engineering Society. Responsibilities include

- Handling financial questions and requests from the Society's Executive Director Team, services, conferences, events, design teams, year executives, discipline clubs, and other organizations
- Overseeing the Society's cheque requisition reimbursement system
- Making bank deposits on behalf of the listed organizations
- Overseeing the use of the Society's cash boxes and debit/credit machines
- Overseeing the use of the Executive team's credit cards and manual cheques
- Overseeing the creation and execution of the Society's Operational Budget and maintaining accurate budget actuals throughout the term
- Manage and oversee the Society's online payment systems

People I Work With

The Director of Finance will likely interact with at least one representative from every entity which banks with the Society over their time in office. Notable individuals the Director collaborates with frequently include

- Vice President Operations
- Financial Officer
- General Manager
- Society Bookkeeper
- Director of Events
- Event financial officers
- Director of Conferences
- Conference financial officers
- Director of Design
- Design team financial officers
- EngLinks Coordinator/ Director of Academics
- Women in Science and Engineering (WISE) executive members
- Faculty sponsorship/awards coordinator
- Service business managers

Relevant Policy Manual Sections

Section 0: Financial Policies of the Engineering Society policy outlines the Society's mandated financial practices: <https://engsoc.queensu.ca/society/policy/>.

Daily Tasks

The Director of Finance is an extremely cyclic role complicated by the individual needs and requests of various individuals and organizations.

Every day, the Director of Finance must organize any booked cash box or debit/credit machine rentals. They must also respond to any questions or requests submitted by the 40+ entities that bank with the Society. These requests may take anywhere from 20 minutes to complete for account balance updates and quick questions to 4 hours for urgent complex issues. Requests must be dealt with in a timely manner to ensure the Society's successful operation.

Twice a week, the Director of Finance must reconcile any cheque requisition forms and compile a package to be sent to the bookkeeper the following morning. Any processed cheque requisition forms received from the bookkeeper must be filed into storage for future reference. The Director also holds two office hours in the Engineering Society lounge per week.

Once a week, the Director must compile any deposits made over the previous week by

- Entering any deposit information into the Society's unofficial records
- Entering any relevant information into the Society's Operational Budget Actuals
- Filing any deposit slips

Once a month, the Director of Finance must cross-reference the Society's monthly bank statement with its unofficial deposit information and send a confirmation and summary of the Society's unofficial deposit information to the bookkeeper for entering into the Society's official accounting files.

Meetings I Attend

Executive/Director Team Meetings

Once per week, the ED team meets to discuss issues pertaining to the Society as a whole in a private setting. Each member also presents updates on their portfolio work.

Engineering Society Council

Every other Thursday, the ED team, elected members from discipline clubs and year executives, Engineering senators, and other members of the Engineering Society meet to discuss and debate issues and Engineering Society policy. Each member of the ED team presents a short update to council.

Static Meetings

The Director of Finance should meet with the Vice President Operations once per week to update them on portfolio work and to discuss overlapping portfolio items.

Meetings with Engineering Society Entities

Approximately twice per week, a member of the ED team, a financial officer of an organization which banks with the Society, or another individual or group will request to meet with the Director of Finance to discuss a financial question, request, or issue.

Projects/Long-Term Portfolio Work

The Director of Finance has very little time to spend on long-term projects and non-essential portfolio work. I have done my best over the semester to improve my role through changes to the financial system.

Completed Projects

- Implementation of a Financial Officer position to assist with deposits and filing
- Hired a development team for the Bank of EngSoc online platform
- Made recommendations as to the Society's use of an external bookkeeper

Ongoing Projects

- Implementation of a comprehensive online financial platform (Bank of EngSoc)
- The rewriting of the Society's Director of Finance transition material and documentation
- Evaluating potential changes to the financial system for the 2017-2018 term

Timeline

The Director of Finance role is, again, extremely routine in nature. Only major portfolio milestones and responsibilities have been included in this timeline. Excluded are "one-off" responsibilities (ex. Jacket fitting and patio rituals). The Director will be inundated with email requests during weeks 1, 8-9, and 11 of each semester.

February to April

- Transition the cyclical processes of the Society's Financial system from the outgoing Director of Finance
- Hire a new Financial Officer to assist with deposits and filing
- Carry out financial training sessions for the ED team, event chairs, conference chairs, design team captains, and other high-priority individuals within the Society
- Begin the framework for the Society's Operational Budget

May to August

- Transition and consult for the VP Operations, who assumes the responsibilities of the Director of Finance over the summer, on financial questions as needed
- Assist ED members in constructing their individual budgets
- Review drafts of budgets throughout the summer
- Complete a Strategic Plan for the 2017/2018 year
- Compile completed individual budgets into the final Operational Budget by September

September to December

- Transition the cyclical processes of the financial system back from the VP Operations
- Pass the Operational Budget at Week 3 council
- Present budget actuals at Week 11 council

January to April

- Present budget actuals at Week 11 council
- Augment transition materials with personal insights and changes
- Transition cyclical processes to the incoming Director of Finance
- Participate in the hiring of a new Financial Officer
- Assist with financial training for the incoming ED team and high-priority individuals within the Society

Contact Information

The Director of Finance can be reached at finance@engsoc.queensu.ca. I will be providing my successor with a detailed transition document which discusses my experience in this role in more detail.

Connor McMillan

Director of Finance 2016-2017

Queen's Engineering Society

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