

## Position Description

BRANCH: EXECUTIVE

POSITION TITLE: CHIEF FINANCIAL OFFICER

TERM: MAY 2014- MAY 2015

---

### DEFINITION

To provide leadership and coordination of Enactus Sheridan's financial planning and budget management as well as ensuring appropriate spending and allocation of financial resources to reflect the mission and objectives of Enactus Sheridan.

---

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serve as an advocate and ambassador for Enactus Sheridan within the community and on campus
- Attend general, leadership, and Business Advisory Board (when applicable) meetings and provide input and support where required
- Create a team budget and review overall financial situation each month
- Submit monthly financial updates to the Leadership Team
- Work with each Leadership Team member to create a function-specific budget and review monthly
- Work with President, VP, CMO, CXO, Project Managers, Campus Directors to secure funds for team activities and projects (donations, fundraising, sponsorship, etc.)
- Be knowledgeable in regards to Sheridan College's rules and regulations regarding finances
- Set targets for revenue generation
- Stay updated with information associated with the team's financial support (funds that are to be received from donors, competitions, grants, etc.)
- Keep all financial documents to ensure transparency and be prepared for potential audit review
- Supervise all transactions processed by Enactus Sheridan members
- Issue reimbursements on behalf of Enactus Sheridan for purchases made by team members, only after approved by CFO, filled out expense form, and receipts handed to CFO.
- Create fund generating tactics to ensure more financial dollars to be used for overhead expenses at each campus
- Track project's metric impact numbers for competition.

*The duties and responsibilities outlined above are representative but not all-inclusive*

---

## RELATIONSHIPS

Reports to: President and Executive Team

Oversees: All Team members in relation to finances

## KEY ATTRIBUTES

- Previous involvement in Enactus and affinity with the core mission and purpose
- Desire to make a positive impact on other students and demographics in need
- Flexibility and willingness to dedicate time to Enactus Sheridan
- Ability to act as a role model and leader to other students
- Innovative thinker and willing to take initiative
- Organized, detail-oriented, practical, and self-reliant
- Willingness to develop, implement and evaluate financial policies
- Experience in accounting, banking or finance
- Ability to use/learn simply accounting

## BENEFITS AND OPPORTUNITIES

- Networking opportunities with academic, student, and community leaders
- Create meaningful relationships with Sheridan College professors and students as well as additional stakeholders
- Skill development through experience as well as Enactus Sheridan, Enactus Canada, and Enactus International workshops
- Gain experience with managing funds for an organizations
- Gain a deeper insight into budgeting and banking, both on a team and personal level
- Access to Enactus Canada strategic resources and program managers
- Access to the Enactus Canada Talent Community and job postings; possibility to be recruited by some of the top businesses in Canada such as Target, Walmart, Dell, Hershey and more!
- Engagement in the Enactus, Sheridan College, and GTA community
- Possible opportunities for regional, national, and international travel
- Recognition on team website and at year-end banquet if applicable

**COMMITMENT**

Attend weekly general meetings, weekly leadership meetings, Business Advisory Board meetings (when applicable) and other meetings when needed

Attend Enactus Sheridan community events

Help with preparation for and attend Enactus expositions

Update financial budgets and information at least once a month to present to Leadership team

In-class visits at beginning of the fiscal and school year to increase recruitment opportunities

Minimum of 3 hour involvement outside of meetings each week