CHIEF FINANCIAL OFFICER

Reports To:
| President, Vice President, & Chief of Staff |

Oversees:
| Deputy Director of Finance |

Description:
The Chief Financial Officer will collaborate with the Student Government Executive Cabinet to advocate for all students and help ensure fiscal responsibility and sustainability. They will also help organizations in need of funding & prepare proposals for the Student Activities Budget Council to ensure those organizations receive the help and advocacy they need to be financially supported. Develop a climate of openness, communication, and fairness.

Responsibilities & Duties:
1. Receive and disburse all ASU-SGA funds, maintain control over said funds, and ensure that no accounts are overdrawn. The CFO shall additionally have the responsibility of assuring that no ASU-SGA funds are misappropriated or otherwise misused.
2. Maintain permanent records of all financial transactions of the ASU-SGA.
3. Keep all records and files in working order so that they may be presented for audit upon request by authorized individuals.
4. Create and Oversee a Budget and Finance Committee.
   a. The CFO may develop bylaws and procedures to govern the Budget and Finance Committee with the consent of the Senate.
5. Act as Co-Chairperson of the Student Development Budget Council.
6. Be responsible to the Student Senate for all the financial transactions and additionally be required to report to the Senate at the beginning of the academic year, with the proposed budget, at least once in the second semester, and at any other time when requested by the presiding officer of the Senate.
7. Advocate for financial literacy to be represented in first year seminars and our general education
8. Initiate relationship with University Advancement