



Adventure Learning Programs (ALPs) University of Wisconsin - Madison  
Center for Leadership and Involvement, Rm. 309 Red Gym, 716 Langdon St., Madison, WI 53706  
PH: (608) 263-4663 E-mail: [alps@studentlife.wisc.edu](mailto:alps@studentlife.wisc.edu)

## Financial Specialist Position Description

### Summary of Financial Specialist Duties:

The Financial Specialist of ALPs will assist the student directors and EE specialist in efforts to manage ALPs' budget in a fiscally responsible manner and through processing and updating ALPs' purchases and expenses.

### Compensation and Terms of Employment:

The position is hired by the ALPs hiring committee and is open to all University students 7 hours per week for 48 weeks per year. **Start date, January 22<sup>nd</sup>, 2020.** You must also be able to accommodate 6 hours of training between November 25<sup>th</sup> and December 6<sup>th</sup>, 2019. The wage for the position is \$10.50 per hour. The position is a one year, through the summer, position beginning January 22<sup>nd</sup>, 2019 and ending December 15<sup>th</sup> 2020. You have to be able to work through the summer of 2020.

**Applications due November 1st, 2019 at 11:59 p.m.** Submit completed applications to [alps@studentlife.wisc.edu](mailto:alps@studentlife.wisc.edu).

### Primary Duties Include:

#### *Financial*

- Works with the Student Directors and the EE Specialist to complete (and present if necessary) the following SSFC reports: Budget Proposal, End of the Year Report, Mid-Year Report, Eligibility Application (if needed), and any necessary Budget Alterations
- In partnership with the Student Directors and the EE Specialist, they will manage the ALPs budget in a fiscally responsible manner
- Is a trained authorized signer
- Records staff hours for accurate financial tracking
- Will complete salary projections beginning in February to make sure ALPs does not over spend in the salary line
- Works with the EE Specialist and the SSFC Financial Specialist to pay bills in a timely and efficient manner
- Maintains ALPs accounting system and tracks ongoing expenses independent of the budget on record with SSFC to provide up-to-date budget information
- Will review budget reconciliations supplied by the SSFC Financial Specialist, fix any discrepancy, and make sure it matches with the budget tracker managed by ALPs financial specialist
- Provides staff with budget updates
- Educates staff about financial procedures

#### *Personnel*

- Meets weekly with the EE Specialist and Student Directors
- Meets weekly with the SSFC Financial Specialist
- Meets with the SSFC Chair as appropriate
- Attends LC meetings to give budget updates as necessary

### Qualifications:

- A UW-Madison enrolled student
- Fiscally responsible
- Exceptional organization skills
- Experience in financial planning, budget management, and demonstrating fiscal responsibility
- Excellent knowledge of Excel, Microsoft Word, and email
- Able to offer a one year commitment to the position

**Adventure Learning Programs is an equal opportunity/affirmative action employer.**



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- **Historically underrepresented students are strongly encouraged to apply.**

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