



Adventure Learning Programs (ALPs) University of Wisconsin - Madison
Center for Leadership and Involvement, Rm. 309 Red Gym, 716 Langdon St., Madison, WI 53706
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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, December 1st, 2020.** You must also be able to accommodate 6 hours of training between November 25th and December 1st, 2020. The wage for the position is \$10.50 per hour. The position is for one calendar year, through the summer, position beginning December 1st, 2020 and ending December 15th 2021. You must be able to work through the summer of 2021.

Applications due November 15th, 2020 at 11:59 p.m. [Submit completed applications to alps@studentlife.wisc.edu](mailto:alps@studentlife.wisc.edu). We encourage you to apply as soon as possible.

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

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