Summer Finance Lead  
*Position Description*

Reports to: Business Operations Manager (Directly) / Summer Programs Coordinator (Indirectly)

Employment Dates: April 24th - May 12, 2017 (part time, approx. 10-15 hours/week)  
May 13 - September 6, 2017 (Part-time, approx. 20-25 hours/week)

Attend and Participate in All Staff Training: May 15-17, 2017 | 8:30 am-5 pm.

Provide on-call coverage on summer holidays with other Coordinators.

Act as Floor Marshal from May 18 - August 20, 2015.

Compensation: Until July 1, 2017: $12.50/hour  
After July 1, 2017: $13.50/hour

On-campus summer housing: approximate value $3,800.00

Maximum twenty-five hours of vacation (unpaid and based on approval; approval given on first-come, first-served basis)

**General Overview**

The Summer Finance Lead works closely with the Summer Programs Coordinator and the Business Operations Manager to ensure that the finances of summer conferences at Georgetown University are prepared, executed, and recorded accurately and timely for all summer conference stakeholders. This position is responsible for leading, as well as assisting with, a full range of processes related to the financial administration of summer conferences at Georgetown; experience with Excel is mandatory, as is a strong fundamental knowledge of accounting practices. A successful candidate will be a self-motivated worker who performs well in a fast paced environment with strict deadlines. A candidate should also be able to demonstrate an ability to work with large amounts of data, at a high level of detail, while adhering to both quick turnaround times and the requirement for complete accuracy in the deliverables. The position, while highly quantitative, also requires the ability to communicate with University officials on the finances of summer conferences in a clear and effective manner.
Responsibilities

• Liaise with conference groups and the Summer Programs Coordinator to facilitate timely and accurate reconciliation in the receipt of conference payments by check and credit card

• Complete financial calculations, often aided by established templates, to determine proper allocation of payments received from conference groups

• Prepare journal entries, where accuracy and attention to detail is of the utmost importance, and work with the Business Operations Manager to post these journals to the appropriate University ledgers

• Maintain record keeping, in both a database environment, as well as a document storage site, that meets University standards in addition to departmental expectations

• Provide timely responses and periodic updates to the Business Operations Manager and/or the Assistant Vice President for Student Affairs on various conference finance KPIs

• Respond to requests from University offices for various financial data or documents, including but not limited to, communicating with the University's General Accounting Office in the event of an internal or external audit

• Approach the processes performed in the position with a critical eye aimed at continuous growth and improvement of existing systems, demonstrate innovation and creativity in finding solutions to problems

The Summer Finance Lead will also perform other duties as assigned by the Summer Programs Coordinator, the Associate Director of Summer Programs, the Business Operations Manager, and/or the Assistant Vice President of Student Affairs.