

Schedule C



ASG Treasurer Application

Position Summary:

The ASG Treasurer is responsible for having a working knowledge of all ASG assigned budget accounts and handling procedures. They serve as student steward of the ASG budget. They meet with groups to discuss funding options, help students fill out the funding request forms, and ensure the student government operates from a healthy financial position throughout the academic year.

Desired Qualifications:

- Working knowledge of Bellevue College programs and divisions
- Has participated in or has been a member of club or program
- Experience using Excel

Essential Job Functions:

- Agree to and Meet the Student Leadership Position Expectations
- Attend all training sessions, meetings, and retreats
- Serve on all assigned committees
- Develop a working knowledge of, and adhere to the ASBC Constitution, ASBC Bylaws, and ASBC Financial Code
- Follow Student Code of Conduct
- Shall monitor ASG budget appropriations and expenditures

- Provide weekly reports to the ASG on S&A budget status and monitor ASBC club and program budget and spending
- Review funding requests and assist clubs and programs in the ASG funding request process
- Continually promote compliance of the financial code, the Washington Administrative Code (WAC), Revised Code of Washington (RCW), and the regulations of the Office of Financial Management, State Board for Community and Technical Colleges and Bellevue College, and report known violations of these statutes and regulations
- Serve as liaison between ASG and the Student Programs Financial Program Manager
- Train all ASG Executive Member and Representatives on matters concerning the budget process
- Responsible for the overall administration of the Associated Student Government budget, reporting on a weekly basis to the Executive Committee
- Compile an annual report of the Associated Student Government in June to Student Life Dean
- Perform related duties as assigned.