Title: Finance Coordinator 2016 (PC)

Reporting Line: The Finance Coordinator reports directly to the Staff Assistant for Summer Housing and Transitions

Hours/Week: Full-Time 29 hours/week

Date Range: May 9, 2016 – August 26, 2016

About Boston College and the Office of Residential Life

Boston College is a Division One university with approximately 9,100 undergraduate students (7,600 residential), located on 118 acres in Chestnut Hill, Massachusetts, a beautiful suburb seven miles from the center of Boston. Founded by the Society of Jesus in 1863, Boston College has strong Jesuit Catholic educational values, which are used as a foundation for our work with and care for students.

The mission of the Office of Residential Life is to create a respectful, healthy, and safe living community for our residents. We are committed to integrating the Ignatian tradition into the formation of each student by connecting their intellectual, ethical, religious, and spiritual lives through a myriad of programs and services. Our role in this formational development is achieved by promoting the academic mission, encouraging responsible and ethical behaviors, engaging residents in conversations regarding diversity, and creating safe, well-managed learning environments where students can seek the greater good.

Under the leadership of the Associate Vice President, the Director of Residential Education, and the Director of Operations, the department consists of 40 professional staff members, 29 graduate positions, 196 RAs, and 20 additional student employees.

Finance Coordinator Responsibilities:
The Finance Coordinator is responsible for working in a team environment to execute billing for all housing during the summer months; they are also responsible for documenting all summer expenses. They are responsible for working closely with the Staff Assistant for Summer Housing and Transitions.

Finance Coordinator Duties:
• Manage billing for summer groups, conferences, guest house and students.
  • Review new bookings daily for accuracy and collaborate with other Coordinators to correct any issues.
  • Student billing should be complete shortly after group checks in.
  • Group billing should be completed within 3 business days of check-out (including key/damage charges)
• Weekly booking and income reports to be generated and submitted each Friday.
• Send emails to all students billed.
• Conduct self-audits and rectify discrepancies
  ▪ StarRez Database
  ▪ UIS
  ▪ Peoplesoft – building revenue reports
• Manage expenses, and fill out:
  ▪ Reimbursement forms & documentation
  ▪ Weekly expense reports to be generated and submitted each Friday
• Manage the summer.billing@bc.edu email account.
• Answer billing phone and respond to all voicemail.
• Be on duty regarding the coordinator on-call pager for one to two weeks during the entire summer.
• Back-up for Summer Housing and Transitions Assistant, with:
  ▪ Phone
  ▪ Email
  ▪ Voicemail
• Communicate well with staff, parents, students, and conference leaders.
• Update and maintain Finance/Guest House Coordinator Binder.
• Other duties as assigned.

**Finance Coordinator Standard Hours:**
• Monday through Friday from 9:00 AM – 5:00 PM.
  ▪ Lunches are unpaid, and vary between 30 minutes and 1 hour.
  ▪ Attend Coordinator meetings each morning.
  ▪ Receive 7 days unpaid Vacation Time to be submitted before June 7, 2016. No more than 2 staff members off at the same time.
  ▪ **Absolutely no overtime is allotted in this position**

**Transition Dates:**
• Transition 1 and Reunion Weekend: 5/12 – 5/31
• Transition 2: 6/20
• Transition 3: 8/1
• Move to Fall Placements: 8/19