Finance Coordinator Position Description

Title: Finance Coordinator  
Reporting To: Assistant Director for Transitional Housing & Business Operations  
Hours/Week: Full-Time: 29 hours/week  
Compensation: $15.75/hour; Single occupancy bedroom in an air-conditioned apartment with suite/apartment mates (for majority of summer)  
Date Range: May 18 - August 17, 2022

Finance Coordinator Position Overview:

The Office of Residential Life seeks to create safe, inclusive, and well-maintained living communities. We engage our community members in opportunities to develop spiritually, socially, and academically in the Jesuit, Catholic tradition of the University. We strive to do this through our values of community, inclusivity, learning, faith & spirituality and care.

The Finance Coordinator is responsible for working in a team environment to execute billing for all housing during the summer months - including camps, conferences, and summer school student housing. The Finance Coordinator is also responsible for documenting all summer expenses. They are responsible for working closely with the Assistant Director for Transitional Housing & Business Operations to create financial statements for the summer months.

Finance Coordinator Responsibilities:

● Attend coordinator and professional staff meetings Monday-Friday mornings for an overview of projects and tasks within the summer operation group
● For the first few weeks of summer, assist Prep Crew in preparing rooms for Reunion Weekends
● Manage billing for summer groups, conferences, and summer school student housing:
  ○ Review new bookings daily for the accuracy of billing and collaborate with other Coordinators to correct any issues
  ○ Manage Summer school student housing billing after individuals check-out of housing
  ○ Manage Camp/Conference billing within 3 business days of check-out (including key/damage charges) and submit to Event Management
  ○ Booking reports to be generated and submitted biweekly related to current occupancy
● Manage expenses and budget in summer months for all summer operations (linens, supplies, etc.)
● Assist with creation of Summer Housing Profit/Loss Analysis
● Attend regularly scheduled 1:1 meeting with supervisor
● Learn and utilize StarRez housing software to assist with billing of groups and students

Finance Coordinator Standard Hours:

● Monday - Thursday 9:00AM – 4:00AM; Friday 9:00am - 3:00pm
● Lunches are 1 hour in length and are unpaid
● Receive 8 days unpaid Vacation Time; must submit expected vacation time at least three weeks in advance