



Finance Coordinator Position Description

Title:	Finance Coordinator - 2 positions
Reporting To:	Assistant Director for Transitional Housing & Business Operations
Hours/Week:	Full-Time: 29 hours/week
Compensation:	\$ 13.50/hour; Single occupancy bedroom in an air-conditioned apartment with suite/apartment mates (for majority of summer)
Date Range:	May 15, 2019 – August 18, 2019

Finance Coordinator Position Overview:

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 Weekend
- 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 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
 - Weekly booking and income reports to be generated and submitted each Friday related to current occupancy
- Manage expenses and fill out weekly expense reports to be generated and submitted each Friday (linens, supplies, etc.)
- Manage the summer.billing@bc.edu email account
- Attend regularly scheduled 1:1 meeting with supervisor
- Learn and utilize pertinent software which includes StarRez, FileMaker, ScheduleFly, and Blogger to ensure accurate records of guests

Finance Coordinator Standard Hours:

- Monday through Friday, from 9:00 am – 4:00 pm (3:00 pm on Fridays)
- Lunches are 1 hour in length and are unpaid
- Receive 7 days unpaid Vacation Time (to be submitted before June 14, 2019)
- **No overtime is allotted in this position**

About Summer Housing and the Office of Residential Life at Boston College

Summer Housing & Operations in the Office of Residential Life at Boston College provides housing accommodations for ~12,000 guests staying within our residence halls throughout the months of May-August. Guests include camps, conferences, internship housing, and student housing. We hire ~125 student employees to assist with the efficiency of day-to-day operations through customer service, room preparation, facilities preparation, room bookings, check-in/out, room access, and finances. By collaborating with Facilities, Trades staff, and Event Management, we are able to provide a welcoming and caring experience for those visiting campus.

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.