

Executive Responsibility Outline: Financial Report Manager

Overview of Financial Report Manager

Financial Report Manager is the supporting role for the Finance Director and the Budgeting Committee at TSCPA. This position will be responsible in multiple financial tasks, such as developing the financial statements and monthly report, recording the financial transactions and supporting documents. This position is recommended to 1st and 2nd year Management student at UTSC who is interested in perusing the accounting or finance specialist.

Responsibility

- Develop Financial Documents
 - Record financial transactions, collect funds from the Marketing Directors/ Credit & Transaction Management Associate
 - Collect support documents for any financial transactions and submit to the Finance Director
 - Develop the monthly budget balance for the association
- Assist in drafting the funding application
 - Assist the Finance Director for the SCSU funding application and/or other funding application
 - Attend the Funding Training, if applicable
- Participate in the Budgeting Committee
 - Create the constant interaction with the Financial Planning associates
 - Lead the associates to finish any required tasks
- Financial Reporting
 - Keep track of the spending and budget with different events
 - Assign Financial Planning Associate to support every single event and program to keep track of the budget.
 - One of the Financial Report Manager will manage the budget planning with the Public Speaking Contest directly

Qualification

- Current Student at UTSC & TSCPA Member
- Strong English writing skills and Analytical skills
- Students in BBA- Accounting is highly recommended
- Proficiency in Financial Management, Cash Flow Analysis, Budget Analysis will be a plus
- Communicative and creative