

# **Job Posting: Financial Manager**

## **Apply to be FINANCIAL MANAGER with the Oberlin Student Cooperative Association (OSCA)**

Employment beginning October 2016  
Hours: 28/week  
Monday-Thursday, 8:00 AM-4:00 PM  
Pay: \$30/hr  
Competitive Benefits Package

### **Job Summary**

The Financial Manager's primary responsibilities are to manage OSCA's finances: they act as Controller and Bookkeeper in addition to taking care of Billing, Accounts Receivable, Accounts Payable, and Payroll. Other responsibilities include sitting on OSCA's Financial Committee, advising the Treasurer in financial and operational planning, keeping OSCA's membership updated on OSCA's financial state, and being able to provide student staff with the financial expertise necessary to run our organization. General office responsibilities are necessary as well, such as printing, copying, filing, mailing, and other similar tasks.

The Financial Manager is accountable to all of OSCA's membership and must work closely with Student Officers and Staff, especially the treasurer, as well as fellow non-student employees, especially the Business Coordinator. The Financial Manager is expected to be respectful of and become familiar with OSCA's values, especially those of social justice and cooperative principles.

### **Qualifications**

- Ability to work in a diverse, open-minded and forward-thinking environment
- 5 years' work experience (or equivalent) as a full charge accountant
- Have extensive experience in GAAP, QuickBooks, MS Word, Excel, and internet use
- Be dependable, organized, and trustworthy
- Be respectful of co-workers and work well with Oberlin College students and staff
- Be able to take direction from and be accountable to student officers
- Be sensitive to issues of confidentiality
- Have the ability to multitask and work independently

Experience working with cooperatives or non-profit organizations is a plus.

### **To apply:**

Please email resume, three business references, and cover letter to:

[osca@oberlin.edu](mailto:osca@oberlin.edu)

Deadline for submissions: 4:00pm on October 10th, 2016

No phone calls or dropoffs.