



Finance Department Liaison Job Description Inter-Cooperative Council (ICC) at the University of Michigan

Status: Full-Time; Non-Exempt; Expected Hours of Work are Monday-Friday business hours.

Salary Range: \$50,000-\$55,000

Reports To: General Manager

Version Date: July 2024

Objectives of Job

The Finance Department Liaison position holds a multifaceted role within the finance department and the ICC, primarily focused on facilitating effective financial communication and coordination across departments, committees, and organizational leadership. Acting as the central point of contact for the finance department, this position serves as the finance department liaison, coordinates meetings, and assists in policy development. Additionally, the Coordinator provides crucial support in budget management, including the preparation and monitoring of annual budgets, financial reporting, and analysis to optimize costs. With a focus on transparency, they generate regular financial reports for review, prepare presentations for meetings, and uphold regulatory requirements and internal policies.

Furthermore, the Finance Department Liaison takes an active role in fostering team support and oversight within the finance department, providing guidance, training, and ensuring the timely completion of tasks. In parallel, the Liaison plays a vital role in engaging Member Assistants, fostering hands-on learning experiences, promoting transparency and trust, and creating opportunities for dialogue and feedback. By serving as a knowledgeable resource for member inquiries and promoting a culture of transparency and accountability, the Liaison strengthens the cooperative community's financial understanding and engagement, paving the way for informed decision-making and sustainable growth. Through effective communication, diligent coordination, and proactive leadership, the Finance Department Liaison plays a pivotal role in advancing ICC's financial objectives and nurturing a collaborative and financially literate community.

Essential Duties, Functions and Responsibilities

- Communication & Coordination across Departments
 - Serve as the primary point of contact for internal communication within the finance department and across other departments, committees, and organizational leadership.
 - Act as a liaison between the finance department and Housing Director for the maintenance of member charges in the Rent Manager software.
 - Act as liaison between the finance department and committees.

DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.

- Attend Finance Committee and Board meetings as the finance department liaison, support the Finance Committee and Board in answering questions of continuity and process.
- Assist in the development and implementation of policies and procedures related to housing and finance activities.
- Provide content for the ICC website to communicate ICC finances and information.
- Budget Support
 - Support the VP of Finance in the preparation and monitoring of annual budgets, including revenue projections and expense forecasts.
 - Compile financial data and prepare reports for review by departmental and organizational leadership.
 - Monitor committee budgets and provide reports on their budget spending.
 - Conduct financial analysis to identify trends, variances, and opportunities for cost optimization.
- Reporting
 - Generate regular financial reports and dashboards to track income, spending, and financial analysis.
 - Collaborate with the Finance team to prepare presentations and summaries for financial committee meetings and with the General Manager to prepare board presentations.
 - Ensure compliance with regulatory reporting requirements and internal policies.
- Team Support & Oversight
 - Provide guidance and support to team members within the finance department, including training on systems and processes.
 - Support Finance Team members with organizational accounting tasks and review the work of peers to satisfy appropriate checks and balances in accordance with the Internal Controls.
 - Coordinate workflow distribution, prioritize tasks, and monitor progress to ensure timely completion of assignments.
- Member Assistants - Education & Training
 - Develop and deliver training for member assistants on financial literacy, budgeting, and related topics.
 - Serve as a resource for member inquiries and provide assistance in navigating financial processes and resources.
 - Promote a culture of transparency and accountability through member engagement and involvement in financial decision-making.

Skills and Abilities

1. Excellent problem solving and judgment skills, and high level of attention to detail and accuracy
2. Ability to appropriately handle sensitive, confidential information
3. Proven skills in business and financial management
4. Excellent Excel, Google Suite, Quickbooks
5. Excellent interpersonal, oral and written communication skills
6. Works well in a fast-paced, stressful environment and is effective at balancing multiple priorities and tasks to meet critical deadlines
7. Proven ability to cope with conflict, stress and crisis situations

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8. Demonstrated ability to work in a team environment and interact positively with team members, other staff, and members
9. Demonstrated ability to share skills and knowledge with others
10. Ability to prepare clear, concise, and complete reports
11. Ability to follow direction & take initiative with exceptional time management & organizational skills
12. Demonstrated ability to effectively learn new techniques and technologies
13. Proven capacity to work in a proactively diverse and inclusive organization
14. Demonstrated ability to work with student member-owners
15. Shown capacity to manage and supervise a team

Required Education and Experience

- Associate degree in Accounting or equivalent experience
- Knowledge of generally accepted accounting principles
- Knowledge and experience of non-profit accounting practices

Preferred Education and Experience

- Bachelor's degree in Finance or Accounting
- Property Management software
- Experience with cooperatives or in community living, especially student housing co-ops
- Two or more years experience in accounting preferred
- A demonstrated commitment to the cooperative movement
- Extensive Google Suite, Excel, and Quickbooks experience

Working Environment

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to building-related maintenance work and environments. The noise level in the work environment is usually quiet to moderate. The passage of employees through the work area is average and normal. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

Workplace Culture

1. Serve as a member of a staff team that works collectively and across departments in support of each other and the members of the ICC.
2. Attend periodic all-staff meetings, and professional development activities.
3. Attend regular Finance team meetings and agendas and follow-up on assigned tasks as necessary.
4. Aid in the development of future policies and practices that are informed by previous member-action to increase organizational stewardship.
5. Develop annual work objectives as part of the performance evaluation and coaching process

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The physical environment requires the employee to work primarily inside. This position is required to use a computer much of the day. The Finance Assistant Director is expected to exert up to 20 lbs. of force occasionally and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Physical demands are in excess of those of sedentary work and walking or standing to a significant degree is expected. The Finance Assistant Director will be requested to work evenings and, to a lesser extent, weekends for special program events and meetings. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Travel

Less than five percent of work time will require travel.

The ICC is an Equal Opportunity Employer

The Inter-Cooperative Council at the University of Michigan (ICC) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. The ICC complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

The ICC expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of The ICC employees to perform their expected job duties is absolutely not tolerated. Inquiries or complaints may be addressed to the General Manager or the President of the ICC at 734-662-4414, 337 E. William St., Ann Arbor, MI 48104.

EEO Statement Reviewed/Revised December 2021