Position Description for the Financial Officer

The Financial Manager of GUARD Dogs is responsible for handling all financial obligations for the program. The Manager will prepare a semesterly budget for the program, as well as a two-year projected budget for operations. The budget will be presented and confirmed by the USG Executive Committee before being brought in for Senate approval. The Manager will work directly with the USG Comptroller to complete correct purchase orders. The Manager will be responsible for collecting budgets from other GUARD Dogs Board members for equipment and contractual services. The Manager may appoint a small committee as needed to assist them with the purchase requests and quotes.

Specific Duties:

- Submit to the USG comptroller all GUARD Dogs Budgets
  - Complete a semesterly budget (one semester prior to funds requested)
  - Complete a two-year projected budget
- Collect from each Board member a budget for their area of operation (Equipment, PR materials, Food, etc)
- Submit to the USG comptroller all purchase requests
- Maintain a record of all funds requested and used