

# Finance Manager

## Position Description

### About Barsema's Closet

Barsema's Closet is a non-profit organization that operates under Northern Illinois University. We provide NIU students with affordable business clothing that they need in order to help advance their professional development. Located in room 307 of Barsema Hall, the store provides easy access to the clothing that they can pick up on a set schedule set by the current team. Barsema's Closet operates on a donation based business plan. Donations include clothing, supplies, monetary, or time donations and frequently come from alumni and students but also come from faculty, staff, parents of students, and community members. We exist based on our mission: *To support students by providing them with affordable and easily accessible business clothing that they need to succeed through their professional development.*

### Description of Position

The position of the finance manager is to manage the funds of Barsema's Closet. Since we have an active revenue stream, the finance manager is responsible for collecting those funds and allocating them accordingly. The person in this position is also responsible for creating budgets, managing monetary donations, and maintaining the transaction programs. This person will work closely with the NIU Foundation and other staff members at NIU in order to ensure Barsema's Closet is running smoothly and according to its mission.

### Responsibilities

- Create a budget for each semester
- Manage the monetary donations, transaction applications, and petty cash
- Ensure that all accounting and financial rules are being met through operations
- Keep track of OneCard system reports
- Communicate with the NIU Foundation and College of Business gift officer to manage donations, store revenue, and store expenses.
- Strategize with the rest of the management team

### Qualifications

- Preferred Major or Minor: Finance, Accounting
- Trustworthy and responsible
- Strong organizational skills
- Knowledge in the accounting and finance fields
- Experience using transaction recording applications such as Square Register and Paypal
- Effective math skills
- Good team player

- Completed or currently enrolled in the business core courses

## Time Commitment

This position will require an approximate time commitment of 7 hrs/week but shall not exceed 10 hrs/week.