I. **Title:** Financial Services Coordinator

II. **Description/Scope:** The Financial Services Coordinator coordinates and supervises the cash support services for the University Union and Shorewood operations as well as processes and maintains financial records related to these services.

III. **Supervisor:** Financial Specialist

IV. **Pay Rate:** $9.50/hour  
*Compensation according to the University Union Wage Rate Guidelines (updated summer 2016)*

V. **Time Commitment:**  
This position will require approximately 10 hours per week with some shifts beginning at 8:00am.

VI. **Responsibilities:**
   a. Assist in the coordination of the hiring, supervising, scheduling, training and evaluation of the Financial Services Assistant.
   b. Assistant in the developing and updating of manuals and procedural guides.
   c. Coordinate the daily revenue deposits and reconciliation reports for the University Union and Shorewood operations as well the collection and reconciliation of funds from the Value Transfer Station in the Cofrin Library and IS Computer Lab.
   d. Provide monthly computerized spreadsheet reports of generated revenue for the University Union and Shorewood operations.
   e. Assist in the reconciling and depositing of the On-Line Card Services revenue.
   f. Attend the monthly Coordinator meetings as planned by the University Union.
   g. Reconcile safes daily.
   h. Perform other duties and projects as assigned by Financial Specialist.

VII. **Qualifications:**
The Financial Services Coordinator must possess leadership ability, management experience, communications skills, organizational skills and ability to work independently with little supervision. Knowledge of the University Union policies and procedures, previous cash handling and customer service experience is preferred.

   **All University Union employees must be enrolled in at least 6 undergraduate or 5 graduate credits per semester while maintaining a minimum cumulative GPA of 2.5 and have a minimum of 4 semester of schooling left at time of hire.**

Updated: 05/16

Your University Union

University of Wisconsin Green Bay