# POSITION PROFILE – BURSAR

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| **KEY SKILLS** | • Ability to analyze budgets<br>• Ability to provide constructive feedback<br>• Ability to work with various stakeholders<br>• Administrative skills<br>• Attention to detail |
| **KEY RESPONSIBILITIES** | • Keeping an accurate record of money received and spent by the chapter<br>• Working with Phi Sigma Sigma HQ Staff to manage the chapter's budget<br>• Reviewing and submitting budget request forms on behalf of event chairmen<br>• Managing the prepaid card<br>• Communicating with sisters who are behind on dues payments<br>• Navigating Billhighway |
| **KEY PARTNERS** | • Executive Board<br>• Advisory Board<br>• Phi Sigma Sigma HQ Staff<br>• Executive Council |
| **A BURSAR IS NOT…** | • A debt collector<br>• The only officer with authority over how the budget is spent<br>• Always a finance major |
| **TIME COMMITMENT** | • Consistent tasks/work throughout the year |

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