



Association for
Computing Machinery
University of Texas at Dallas

Director of Finance

ACM Board of Directors

You will...

- Guide and approve all purchases made on behalf of ACM
- Maintain financial records and engage in financial planning. Additionally generate financial reports on a routine basis as required
- Develop and enforce financial management policies
- Work closely with staff and faculty within CS, ECS, and the Student Organization Center (SOC) to ensure compliance with relevant legislation
- Communicate with industry sponsors to ensure arrival of sponsorship funds
- Work within our industry sponsors to ensure arrival of sponsorship funds, facilitate the processing of contracts, legal documents, and monetary sponsorship, along with supporting day-to-day sponsorship tasks.

You are...

- Above all, trustworthy, impartial, detail oriented, and responsible
- Someone with the persistence required to work with financial bureaucracy within the school and with our bank
- Passionate about *saving* money and getting good deals ;)
- Professional and diplomatic. You have email etiquette down pat, plus you're organized, and timely like no one else.

You'll gain...

- Financial literacy, especially with respect to fund management of a larger organization
- Learn about tax laws especially with regard to 501(c)(3) organizations
- Strong communication skills to ensure financial decisions are carried out