



Striving for Student Success

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Position Description Director of Finance 2026-2027

ASBTC Mission:

To enhance the academic and personal lives of students by providing diverse and cultural opportunities with meaningful learning experiences that complement classroom education and enrich student life.

Description:

The ASBTC Director of Finance is responsible for overseeing student fee funds known as Services & Activities (S&A) fees. This role manages the current year's S&A budget and serves as the chair of the Services & Activities Fee Budget Committee, which plans and recommends the budget for the following year. This is a highly visible leadership position within student government. The Director of Finance represents student interests and works closely with the ASBTC student government, college staff and administrators, budget requestors, and the Bellingham Technical College Board of Trustees. This role also involves presenting information to groups and speaking at public meetings. Applicants for this position should be organized, detail-oriented, and comfortable communicating clearly with others. This position requires basic math skills and the ability to work with Excel to track and review budgets and financial information.

Specific Duties and Responsibilities:

- Track and oversee the current year's S&A (student fee) budget by reviewing expenditures (spending) and revenue (income) using BTC and ASBTC accounting systems
- Chair S&A Fee Budget Committee to establish next year's budget, as a voting member
- Develop revisions to the current year S&A budget as needed to reflect updated projections and priorities
- Develop and present revised current year's S&A budget, if needed, to BTC Board of Trustees
- Share current ASBTC budget balances with the Executive Team during meetings to help guide spending decisions
- Develop and present a monthly report of the current year ASBTC S&A budget to the ASBTC Executive Team
- Develop and present a quarterly report of the current year ASBTC S&A budget to the Senate
- Communicate weekly with the Student Life Coordinator and/or Student Life Director to identify new funding requests and prepare them for review at ASBTC Executive Meetings

- Review and update S&A Fee Budget Committee materials and information as needed
- Ensure policies and procedures within the ASBTC Financial Code are followed, in partnership with the Student Life Director
- Work closely with Student Life Coordinator and Student Life Director to schedule S&A Fee Budget Committee meeting dates, times, and locations
- Coordinate annual S&A Fee Budget Committee, create timelines, promote funding request submission, and communicate with requestors
- Develop and present proposed S&A Fee Budget Committee budget to BTC Board of Trustees
- Acquire a working knowledge of Washington State purchasing, accounting, and travel procedures

General Responsibilities

- Work collaboratively with the Executive Team and Student Life staff to build community and improve student experience
- Engage with students and staff in the Student Center, at events, and across campus
- Identify, represent, and advocate for student needs
- Help plan, support, and promote at least one ASBTC-hosted event or activity per quarter that is inclusive, accessible, and engaging
- Maintain professionalism, reliability, and timely communication
- Support Executive Team operations, including meetings, training, retreats, and events
- Participate in BTC governance committees and report relevant information back to ASBTC
- Maintain at least four (4) weekly office hours during academic quarters
- Check ASBTC email regularly during the work week
- Meet consistently with the Student Life Director
- Use S&A funds responsibly and in accordance with the ASBTC Financial Code
- Attend Board of Trustees meetings and other college meetings as needed
- Provide executive reports and review meeting minutes prior to approval
- Maintain ASBTC bulletin boards, postings, and shared spaces
- Assist with New Student Orientation, Open House events, and other student engagement activities
- Collaborate with faculty to encourage student participation in ASBTC programs
- Participate in required training and statewide student leadership conferences, advocacy days, and planning efforts
- Ability to travel, including overnight travel, as necessary
- Complete required training (FERPA, ADA Canvas) and maintain confidentiality of student records
- Keep the Student Center clean, organized, and welcoming
- Prepare short written updates for BTC's monthly Notable News
- Update documentation and transition materials for future Executive Team members

- Request approval from the Student Life Director for schedule changes or remote work
- Submit payroll time reports accurately and on time
- Complete additional duties as assigned

Minimum Requirements for Eligibility

- Be enrolled in at least 5 credits each fall, winter, and spring quarter
- Make satisfactory academic progress
- Maintain a minimum 2.50 quarterly and cumulative GPA
- Be at least 18 years old
- Remain in good standing under BTC's Student Code of Conduct
- Not hold another club officer position unless written permission is granted by the Student Life Director

Compensation

- \$19.22 per hour, funded through Services & Activities (S&A) fees
- Position accrues sick leave
- Not eligible for state or BTC tuition waiver programs

Time Commitment

- Up to 12 hours per week during fall, winter, and spring quarters (unless approved otherwise)
- Pre-fall training may require up to 20 hours per week
- Primarily weekday hours, with occasional evenings or weekends
- Position runs from late August through the end of spring quarter

Supervisor

- Reports to and is supervised by the Student Life Director

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