



Clubs Finance Coordinator

Brock University Students' Union (BUSU)

Location: Brock University, St. Catharines, Ontario

Employment Type: Part-Time, Fixed-Term, Hybrid

Anticipated Start: October 15, 2026

Compensation: \$17.95

Reports To: Clubs Administrator

Position Summary

The Brock University Students' Union (BUSU) is seeking a detail-oriented and organized Clubs Finance Coordinator to support the month-end and year-end reconciliation of club funding and special event funding. This role will review financial documentation, confirm that club expenses align with approved funding, identify discrepancies, and work directly with club executives to complete outstanding reconciliation requirements. The position will also provide the Clubs Administrator with a detailed year-end summary of Special Event Funding, including any funds that must be returned to BUSU.

Key Responsibilities

Financial Review & Reconciliation

- Review club receipts and bank statements, referencing approved funding requests to ensure expenses align with approved club activity and special event funding allocations.
- Identify and investigate discrepancies between funding approvals and submitted receipts, and report findings to the Clubs Administrator.
- Ensure required financial documentation is complete and in accordance with Policy 501.

Club Communication & Support

- Communicate with club executives regarding outstanding reconciliation requirements and missing documentation.
- Assist clubs in understanding the reconciliation process and the documentation required to complete their funding reconciliation.

Year-End Reconciliation

- Review club reconciliations for the academic year to ensure all requirements have been met and follow up as necessary.
- At the end of the academic year, provide the Clubs Administrator with a detailed summary of Special Event Funding, including a list of any funds that must be returned to BUSU.

Administration & Reporting

- Maintain organized records of reconciliation documentation, discrepancies, and outstanding requirements.



- Meet with the Clubs Administrator on a monthly basis for regular check-in meetings and to review progress, issues, and outstanding reconciliations.

Qualifications

Experience

- Experience working with financial records, receipts, reconciliations, or administrative documentation.
- Strong attention to detail and the ability to identify discrepancies in financial information.
- Strong organizational and communication skills, with the ability to follow up with club executives and maintain accurate records.
- Proficiency with Microsoft Office and Google Workspace like Google Drive
- Experience working with student clubs, student services, or a post-secondary environment is considered an asset.
- Must be able to work in a fast-paced environment.

What's in it for you:

- Part-time, hybrid work arrangement through June to support the completion of year-end reconciliation.
- An opportunity to gain practical experience in financial administration, reconciliation, and student organization support.
- A collaborative role working directly with BUSU's Clubs team and student club executives.
- Meaningful work supporting the effective administration and accountability of student club funding.

Why Join BUSU?

The Brock University Students' Union is dedicated to enhancing the student experience through advocacy, services, programming, and community engagement. Technology plays a critical role in delivering these services, and this position offers an exciting opportunity to help shape BUSU's future digital landscape.

The successful candidate will have the opportunity to work on infrastructure modernization, digital engagement initiatives, AI adoption strategies, and technology solutions that directly impact the student experience.

BUSU is committed to fostering an inclusive and equitable workplace and encourages applications from all qualified individuals.

How to Apply

Interested candidates should submit a resume and cover letter outlining their qualifications and relevant experience to bdisoni@brockbusu.ca.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.