ASMSUB Business Manager  
Chair, Financial Board

Qualifications (See ASMSUB Bylaws, Article 1, Sec. 1-7)

A candidate running for the positions of ASMSU-Billings Business Manager must have, at the time of his/her selection:

- accumulated a minimum of twenty-four (24) Montana State University Semester hour credits and have a cumulative GPA of 2.50 or above
- must have attended at least two semesters prior to taking office

Work Schedule

- 15+ hrs/week required during academic year
- Summer hours flexible

Criteria for Selection

- Excellent organizational skills and time management
- Knowledge and experience of accounting and budgeting procedures
- Excellent written and oral communication skills
- Strong leadership skills
- Knowledge of university business policy procedures
- Knowledge of campus clubs and organizations
- Ability to be a team leader and chair the Financial Board committee

Primary Duties

- Provide financial leadership relating to business and financial matters, and serve as financial advisor to the Executive Committee and the Student Senate
- Chairs the Financial Board committee which is responsible for budget hearings for summer and regular year, hears financial requests that come in during the year and makes recommendations to the Student Senate adhering to the ASMSUB Financial Policy
- Responsible for approximately $280,000-350,000 for annual ASMSUB budgets along with additional amount of $15,000-$20,000 in contingency funds
- Adheres to and follows all ASMSUB bylaws and policies.
- Each Executive Cabinet member receives a stipend as passed by ASMSUB Student Senate.