Job Description - CONTROLLER

The Controller shall:

A. Keep an accurate record of money allocated and dispersed by ASBC.
B. Maintain records for money allocated, money spent, and accounting policies and procedures.
C. Process reimbursements for clubs and organizations receiving funding allocation from ASBC.
D. Produce financial reports for ASBC meetings.
E. Oversee Sports Clubs’ accounts.
F. Provide assistance needed for any audit of A.S.
G. Foster and promote camaraderie and inclusivity in programming and services.
H. Attend both Spring and Winter A.S. Retreats.
I. Train and transition the newly-appointed Controller in the Spring semester.
J. Intend to serve 5 posted office hours and 10 total work hours (including the 5 posted office hours)