



ASSOCIATED
STUDENTS
UNIVERSITY OF SAN DIEGO

JOB DESCRIPTION - THE CONTROLLER

- Section 4 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. Manage the chart of accounts in Oracle.
 - E. Produce financial reports for ASBC meetings.
 - F. Oversee on-campus centers and sports clubs accounts.
 - G. Provide assistance needed for any audit of A.S.
 - H. Train and transition newly appointed Controller in the spring semester.
 - I. Foster and promote camaraderie and inclusivity in programming and/or services.
 - J. Attend both spring and winter A.S. retreats.

