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.