



## **Budget Controller Position Description**

### **POSITION RESPONSIBILITIES**

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The following are responsibilities of the Budget Controller on the Torero Program Board:

#### **GENERAL RESPONSIBILITIES**

- Attend all scheduled Torero Program Board trainings and meetings
- Responsible for a minimum of 8 office hours per week (more hours will be necessary during certain weeks and will vary for each TPB position)
- Meet with Torero Program Board advisor/s for professional development
- Attend and support Torero Program Board events/programs
- Manage the TPB Budget responsibly
- Mentor and train newly appointed coordinators during the spring transition period
- Complete necessary planning forms:
  - Budget Forms
  - Marketing Forms
  - Event Proposal Forms
  - Event Registration Forms
- If applicable, arrange for the prompt payment of performing artists by working in conjunction with respective TPB Executive Team Member
- Meet weekly with designated supervisor
- Abide by all University policies and procedures
- Meet with Vice Chairs to ensure that budgets are filled out correctly

#### **SPECIFIC RESPONSIBILITIES**

- Directly report to the TPB Chair
- Represent the Torero Program Board at campus events
- Maintain the Torero Program Board Budget Spreadsheet

## **SKILLS/EXPERIENCE**

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### *Knowledge and Skills:*

- Ability to pay close attention to detail
- Ability to adhere to deadlines
- Has strong communication, organization, customer service, and problem-solving skills
- Ability to take constructive criticism and suggestions from peers and supervisors
- Has strong financial responsibility and ethics
- Comfortable filling out budget forms

### *Experience:*

- Preferred background in accounting or finance

## **TORERO PROGRAM BOARD ELIGIBILITY**

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- Candidates must have and maintain a cumulative 2.5 GPA and be a full time student (at least 12 units/semester)