



STUDENT LABOR POSITION DESCRIPTION

Campus Activities Board

Most Recently Updated 04/25/99

Position Title: Campus Activities Board Controller
Must Work 10_hrs/wk.

I. Grade Level: 3-4 This is an appointed position.

II. Description:

A. The following are the essential duties for a Controller on the Campus Activities Board:

1. Provide for a balanced budget.
2. Internally audit CAB expenditures.
3. Maintain audible documentation of transactions.
4. Audit CAB accounts as maintained by the college.
5. Coordinate all disbursements.
6. Authorize transactions.
7. Chair the Finance Committee.
8. Prepare monthly report of current financial status for the Board.
9. Prepare annual financial report for financial publications.
10. Performs other job-related duties as assigned.

B. The following are *possible additional* duties for this position:

1. Assist with the execution of activities sponsored by the Board.
2. See that the workplace and environs are clean.

III. Learning Opportunities:

A. If Grade 3, develop the attributes appropriate to Grade 3 positions: an understanding of the importance of initiative; awareness of job-related needs; ability to identify problems; analytical ability; problem-solving ability; and an understanding of the role of standards and leaders.

B. If Grade 4, develop the attributes appropriate to Grade 4 positions: an understanding of relations between individuals, institutions, and processes; comprehension of job-related values, realities, and goals; a commitment to service; and the ability to articulate and interpret observations, experiences, and understanding.

C. Board meetings/training.

D. Voluntarily participating in programs/activities sponsored by the Board.

IV. Basic Qualifications

A. General: Accounting; be selected by Chair and the Director of Campus Activities with the approval of the Board.

B. Skill: Organizational.

C. Physical: none.

D. Academic: Strong standing; must have completed at least one college-level accounting course and be acceptable in the position to the Vice-President for Finance.

V. Desirable Qualifications:

A. Initiative.

B. Attention to detail.

V. Desirable Qualifications (cont.):

C. Willingness to network across campus.

D. Ability to deal firmly with constituents.

E. Academic or work experience in art-related field; at least sophomore standing.

VI. Narrative Summary:

This is an appointed position. Student provided for a balanced budget; internally audit Board expenditures; maintained audible documentation of transactions; audited Board accounts as maintained by the College; coordinated all disbursements; authorized transactions; chaired the Finance Committee; prepared monthly report of current financial status for the Board; prepare annual financial report for financial publications. Student may also have assisted with the execution of activities sponsored by the Board.

