ASCSU Job Description
Associated Students of Colorado State University

Controller
Shall receive compensation of $7400 for fall/spring semesters and $1000 for summer semester.

General Eligibility:
All applicants for the Controller shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Applicants should have a GPA of 2.25 minimum, but 2.5 cumulative preferred.

General Responsibilities:
The ASCSU Controller is responsible for supporting and collaborating with the Director of Finance in maintaining and overseeing financial matters within ASCSU. The Controller will also help ensure ASCSU financial matters are transparent and accountable to the public. It is important that the Controller is familiar with accounting and finance.

Supervision:
The Controller is directly accountable to the Students of Colorado State University via the Office of the President.

Summer - Job Specific Tasks and Responsibilities:
- Is expected to work 12 hours a week during the summer period.
- Be ASCSU Procurement Card (P-Card) trained through SLICE Office.
- Collaborate with the Director of Finance on the Preparation of the Fall/Spring Board for Student Organization Funding (BSOF) recruitment process
- Develop a working relationship with relevant SLiCE student organization and financial staff members.
- Revise and update the controller book in coordination with the Senate Budgetary affairs chair and Senate leadership
- Submit an up do date controller book at the end of each summer month to the Office of the President and Senate Leadership

Fall/Spring - Job Specific Tasks and Responsibilities:
- Contribute a minimum of 20 hours throughout the workweek, 10 hours of which are required inside the ASCSU Office.
- Attend Cabinet meetings on Wednesdays from 5:00-6:00 PM.
- Assist in maintaining the student fee breakdown on the Interactive Student Fee on the ASCSU website in coordination with the Director of Marketing.
- Submit ASCSU balance reports and an updated controller book, weekly to the Office of the President and Senate Leadership.
- Submit weekly budget reports to each department Director, along with Chief Justice for
Judicial Budgets, and the Speaker of the Senate for legislative budget.

• Serve as controller of ASCSU funds of the executive, legislative, and judicial branch. Keep true and accurate records of the three branches as well as any additional ASCSU-related fees. Reconcile these accounts with the SLiCE regularly.
• Attend weekly meetings with SLiCE accountants to reconcile budgets and payments.
• Prepare and maintain individual departmental budgets reviewing them monthly to ensure responsible spending of student fee dollars. Meet with directors of each department monthly to assist in their budgeting process and keep them abreast of their spending.
• Work with the ASCSU President, Vice President, and the Director of Finance to prepare for the annual budget process.
• Work collaboratively with the ASCSU President-elect, Vice President-elect, and Speaker of the Senate-elect to prepare the ASCSU budget proposal for the Student Fee Review Board (SFRB) and the ASCSU Senate.
• Work to compile a list of fiscal notes from the suggestions of ASCSU officials and their own experiences to be delivered to the ASCSU President-elect, Vice President-elect, and Speaker of the Senate-elect for when that administration presents its budget to the Senate.
• Assist ASCSU staff members with purchasing duties of office equipment and supplies.
• Administer the ASCSU executive payroll.
• Handle all financial document requests (IMO’s, AFE’s, Journal Entries, PO’s, Procurement Card (PCard)), account reconciliation, and bookkeeping needs.
• Maintain an effective working relationship with the SLiCE. And Director of Finance.
• Other duties as assigned and/or required.
• Coordinate with ASCSU administrative assistant to ensure all financial and payroll deadlines, paperwork, policies, training are executed.
• Help conduct financial trainings for directors on how to maintain and use budgets and other financial documents
• Become familiar with Kuali Financial System and CSU Financial processes
• Submit an electronic copy of weekly ASCSU Director Report including general report items, important dates, and other project information every Friday.

General Tasks and Responsibilities:

• Attend the mandatory ASCSU Fall Retreat on August 10th, 11th, and 12th as well as the mandatory ASCSU Spring Retreat (date TBD). Attend mandatory ASCSU Executive Cabinet Leadership Retreat on May 14th. Attend SLiCE P-Card training May 15th.
• Attend other mandatory trainings as directed.
• Perform other tasks as assigned.
• Attend regular meetings with a member of the Office of the President.
• Work to promote the mission of ASCSU being a Steward of the ASCSU student fee.
• Maintain a work area that is professional and conducive to a pleasing work environment.
• Present a professional image of ASCSU.
• Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
• Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Executive Bylaws.
• Follow all Colorado State University policies, including the Student Code of Conduct.
Basic Qualifications:

- Ability and interest to represent students of Colorado State University.
- General knowledge of accounting and finance.
- General knowledge of Microsoft Excel and formulas (preferred)
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.
- Ability to work independently, identify resources, and make independent decisions.
- Have a fundamental understanding of accounting procedures.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check. Job Description subject to change.