



Job Classification Description

**Controller, Castleton State College
Non Bargaining Unit**

**Grade 15
Exempt**

BASIC FUNCTION

To assist the College's chief administrative/financ

- Plan and implement appropriate accounting and related business office records security and retention policies and procedures.

Controller/CSC

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- Assist in the development and on-going administration of the College operating budget.
- Keep abreast of changes in tax regulations and other government requirements and guidelines, and modify/recommend modifications of College accounting policies/procedures/systems to ensure compliance.
- Confer regularly with the Dean of Administration and other College and VSC personnel to plan, coordinate and evaluate activities/systems/policies, exchange information, investigate and resolve problems.
- Serve on various College committees. Perform a variety of liaison functions with Chancellor's Office financial staff.
- Deal regularly with and represent the College to a variety of financial institutions, government agencies, external auditors, vendors and other outside the College.

- Ability to deal effectively with and represent the College to a wide range of individuals/organizations within and outside the College.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.