Comptroller Job Description

Office of Student Body Treasurer, Student Government

Overview

Student Government Comptrollers serve as financial advisors, allies, and advocates to all Student Organizations. Comptrollers assist Student Organization Executive Officers in budget navigation, funding requests, and the usage of allocated funds in an effort to build and maintain a working relationship between organization leaders, the Office of the Student Body Treasurer, Student Government, and University Staff.

Duties of Comptroller

• Attend 2 training sessions held in April, 2014
• Attend 1 weekly meeting held on Monday nights at 7pm
• Maintain 2 office hours per week, between 1 pm and 5 pm, Monday through Thursday
• Collectively plan and facilitate 4 open forums held Fall, 2014, and Spring, 2015

Commitment

The tasks above serve the following goal: build a team of knowledgeable students devoted to helping student organizations leaders creatively spend 85 to 90 percent of the money allocated to them by the Senate Finance Committee. All Comptrollers are expected to actively work towards this goal as well as assist fellow Comptrollers, Student Government Leaders, and all University Students in the collective pursuit of enabling clubs to leave their mark on Carolina.