

July 2014

Job Description - Controller's Department Controller and Assistant Treasurer

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Recommended Citation

Unknown, "Job Description - Controller's Department Controller and Assistant Treasurer" (2014). *Morgan Documents*. 63.
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14 December 1960

Department: Controller's

Title: Controller and Assistant Treasurer

Basic Function:

The basic functions of the Controller shall be to maintain adequate records of all assets, liabilities and transactions of Morgan Construction Company, Morgan-Worcester and Morgan Pension and Profit Sharing Trusts; to see that adequate audits are currently and regularly made and in conjunction with other officers and department heads to initiate and enforce measures and procedures whereby the business of this corporation shall be conducted with maximum safety, efficiency and economy.

Duties and Responsibilities:

1. To establish, coordinate and maintain, through authorized management, an integrated plan for the control of operations. Such a plan is to provide cost controls, expense budgets, sales forecasts, profit planning, and programs for capital investment and financing, together with the necessary procedures to effectuate the plan.
2. To measure performance against approved operating plans and standards, and to report and interpret the results of operations to all levels of management.
3. To design, install and maintain accounting and cost systems and records, to determine accounting policy and to compile statistical records as required.
4. To measure and report on the validity of the objectives of the business and on the effectiveness of its policies, organization structure and procedures in achieving those objectives. This includes consulting with all segments of management responsible for policy or action concerning any phase of the operation of the business as it relates to the performance of this function.
5. To report to government agencies as required, and to supervise all matters relating to taxes.
6. To interpret and report on the effect of external influences on the attainment of the objectives of the business. This function includes the continuous appraisal of economic and social forces and of governmental influences as they affect the operations of the business.
7. To provide protection for the assets of the business. This function includes establishing and maintaining adequate internal control and auditing, and assuring proper insurance coverage.

Recommendation

8. As Assistant Treasurer to sign checks and other official documents, to have custody and make collections on notes receivable and letters of credit, to supervise the preparation of payrolls, and to make collections against delinquent accounts.

Organizational Relationships:

The Controller reports directly to the President and is responsible to the President and the Board of Directors for the performance of his duties.

The Controller is expected to maintain close working relationships with all department heads and to assist the department heads by determining and interpreting the results obtained by their departments.

The following positions are responsible to the Controller for the performance of their duties:

Assistant^{XD} Controller
Supervisor of Accounting ✓
Trust Bookkeeper
Cashier