

**CLASS TITLE: CONTROLLER**

**BASIC FUNCTION:**

Under the direction of the Director III-Internal Business Services, manage, coordinate, maintain, review,

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities; coordinate, monitor, and complete financial reports; analyze system generated reports and make corrections necessary.

Assist in the development and implementation of fiscal policies \_\_\_\_\_

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