

Download Document Controller Responsibilities

Document Controller Responsibilities. As the name suggest, document controller responsibility is to control all the documents of the company and make sure that they are kept at their relevant position so that they can be easily assessable. The Office of the Controller strives to provide financial leadership and strong internal controls. We offer assistance to the university community with understanding and recording of financial transactions, accounting needs, tax compliance, internal control, and fiscal responsibilities. The Data Controller (“DC”) is the one who, alone or jointly, determines the purpose and means of the processing of personal data; in other words, is the one who decides why other’s personal data is processed and how it would be processed; therefore, is regulated under the GDPR and it is abided by its rules. TUITION AND BILLING SERVICES. Tuition and Billing Services is responsible for the Cashier’s Office and Student Accounts. The Department is responsible for the collection of money, student account billing, Financial Aid Disbursements and Collections.