



O*NET OnLine

Summary Report for: 11-3031.01 - Treasurers and Controllers

[Updated 2012](#)


Direct financial activities, such as planning, procurement, and investments for all or part of an organization.

Sample of reported job titles: Chief Financial Officer (CFO), Chief School Finance Officer, Comptroller, Controller, Director of Finance, Finance Director, Finance Manager, Finance Vice President, School Treasurer, Treasurer

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Tasks

- Develop internal control policies, guidelines, and procedures for activities such as budget administration, cash and credit management, and accounting.
- Coordinate and direct the financial planning, budgeting, procurement, or investment activities of all or part of an organization.
- Maintain current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards.
- Monitor and evaluate the performance of accounting and other financial staff, recommending and implementing personnel actions, such as promotions and dismissals.
- Receive cash and checks and make deposits.
- Prepare and file annual tax returns or prepare financial information so that outside accountants can complete tax returns.
- Advise management on short-term and long-term financial objectives, policies, and actions.
- Prepare or direct preparation of financial statements, business activity reports, financial position forecasts, annual budgets, or reports required by regulatory agencies.
- Evaluate needs for procurement of funds and investment of surpluses and make appropriate recommendations.
- Develop and maintain relationships with banking, insurance, and nonorganizational accounting personnel to facilitate financial activities.

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Tools & Technology

Tools used in this occupation:

Calculators or accessories — 10-key calculators

Desktop computers

Notebook computers

Personal computers

Personal digital assistant PDAs or organizers — Personal digital assistants PDA

Technology used in this occupation:

Accounting software — Automatic Data Processing EasyPay software; Hyperion Enterprise; Intuit QuickBooks software; Sage Fixed Asset Solution FAS

Data base user interface and query software — Database software; Microsoft Access; Oracle software; Structured query language SQL

Enterprise resource planning ERP software — Microsoft Great Plains Dynamics software; Oracle PeopleSoft; SAP software; Solomon Software

Financial analysis software — FRx Software; Hyperion Pillar software; Oracle Financials

Spreadsheet software — Corel QuattroPro; IBM Lotus 1-2-3; Microsoft Excel

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Knowledge

Economics and Accounting — Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

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Skills

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Management of Financial Resources — Determining how money will be spent to get the work done, and accounting for these expenditures.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Speaking — Talking to others to convey information effectively.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Mathematics — Using mathematics to solve problems.

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Coordination — Adjusting actions in relation to others' actions.

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Abilities

Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.

Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.

Oral Expression — The ability to communicate information and ideas in speaking so others will understand.

Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Written Comprehension — The ability to read and understand information and ideas presented in writing.

Mathematical Reasoning — The ability to choose the right mathematical methods or formulas to solve a problem.

Near Vision — The ability to see details at close range (within a few feet of the observer).

Written Expression — The ability to communicate information and ideas in writing so others will understand.

Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

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Work Activities

Making Decisions and Solving Problems — Analyzing information and evaluating results to choose the best solution and solve problems.

Analyzing Data or Information — Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.

Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.

Processing Information — Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Developing Objectives and Strategies — Establishing long-range objectives and specifying the strategies and actions to achieve them.

Interacting With Computers — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.

Monitoring and Controlling Resources — Monitoring and controlling resources and overseeing the spending of money.

Developing and Building Teams — Encouraging and building mutual trust, respect, and cooperation among team members.

Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.

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Work Context

Indoors, Environmentally Controlled — How often does this job require working indoors in environmentally controlled conditions?

Electronic Mail — How often do you use electronic mail in this job?

Telephone — How often do you have telephone conversations in this job?

Face-to-Face Discussions — How often do you have to have face-to-face discussions with individuals or teams in this job?

Spend Time Sitting — How much does this job require sitting?

Duration of Typical Work Week — Number of hours typically worked in one week.

Importance of Being Exact or Accurate — How important is being very exact or highly accurate in performing this job?

Freedom to Make Decisions — How much decision making freedom, without supervision, does the job offer?

Structured versus Unstructured Work — To what extent is this job structured for the worker, rather than allowing the worker to determine tasks, priorities, and goals?

Work With Work Group or Team — How important is it to work with others in a group or team in this job?

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Job Zone

Title Job Zone Five: Extensive Preparation Needed

Education Most of these occupations require graduate school. For example, they may require a master's degree, and some require a Ph.D., M.D., or J.D. (law degree).

Related Experience Extensive skill, knowledge, and experience are needed for these occupations. Many require more than five years of experience. For example, surgeons must complete four years of college and an additional five to seven years of specialized medical training to be able to do their job.



Job Training Employees may need some on-the-job training, but most of these occupations assume that the person will already have the required skills, knowledge, work-related experience, and/or training.

Job Zone Examples These occupations often involve coordinating, training, supervising, or managing the activities of others to accomplish goals. Very advanced communication and organizational skills are required. Examples include librarians, lawyers, aerospace engineers, wildlife biologists, school psychologists, surgeons, treasurers, and controllers.

SVP Range (8.0 and above)

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Education

Percentage of Respondents	Education Level Required
63 	Master's degree
37 	Bachelor's degree

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Interests

Interest code: **CE**

Conventional — Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

Enterprising — Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.

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Work Styles

Integrity — Job requires being honest and ethical.

Analytical Thinking — Job requires analyzing information and using logic to address work-related issues and problems.

Leadership — Job requires a willingness to lead, take charge, and offer opinions and direction.

Initiative — Job requires a willingness to take on responsibilities and challenges.

Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.

Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.

Achievement/Effort — Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.

Persistence — Job requires persistence in the face of obstacles.

Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high stress situations.

Adaptability/Flexibility — Job requires being open to change (positive or negative) and to considerable variety in the workplace.

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Work Values

Working Conditions — Occupations that satisfy this work value offer job security and good working conditions.

Corresponding needs are Activity, Compensation, Independence, Security, Variety and Working Conditions.

Achievement — Occupations that satisfy this work value are results oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment. Corresponding needs are Ability Utilization and Achievement.

Independence — Occupations that satisfy this work value allow employees to work on their own and make decisions. Corresponding needs are Creativity, Responsibility and Autonomy.

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Related Occupations

- 11-1011.00 [Chief Executives](#) 🌟
- 11-3031.02 [Financial Managers, Branch or Department](#) 🌟
- 11-3111.00 [Compensation and Benefits Managers](#)
- 13-1141.00 [Compensation, Benefits, and Job Analysis Specialists](#)
- 13-2011.01 [Accountants](#) 🌟
- 13-2011.02 [Auditors](#) 🌟 **Bright Outlook**
- 13-2031.00 [Budget Analysts](#)
- 13-2051.00 [Financial Analysts](#) 🌟 🌿
- 13-2099.02 [Risk Management Specialists](#) 🌟 🌿 **Green**
- 15-2011.00 [Actuaries](#)

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Wages & Employment Trends

National

Median wages data collected from **Financial Managers**.

Employment data collected from **Financial Managers**.

Industry data collected from **Financial Managers**.

Median wages (2012) \$52.76 hourly, \$109,740 annual

Employment (2010) 527,000 employees

Projected growth (2010-2020) ■■■■ Slower than average (3% to 9%)

Projected job openings (2010-2020) 142,800

Top industries (2010) [Finance and Insurance](#)

State & National

Select a State



Source: Bureau of Labor Statistics [2012 wage data](#) and [2010-2020 employment projections](#). "Projected growth" represents the estimated change in total employment over the projections period (2010-2020). "Projected job openings" represent openings due to growth and replacement.

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Job Openings on the Web

Find Jobs for Treasurers and Controllers



State & National Job Banks

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Sources of Additional Information

Disclaimer: Sources are listed to provide additional information on related jobs, specialties, and/or industries. Links to non-DOL Internet sites are provided for your convenience and do not constitute an endorsement.

- [Financial Managers](#) . Bureau of Labor Statistics, U.S. Department of Labor. *Occupational Outlook Handbook, 2012-13 Edition*.

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