



Sample Position Description Format

(Company Name)
(Position Title) Position Description

Position Title:	
Department:	
FLSA Classification: (exempt or non-exempt)	Grade: (pay classification)
I. Position Summary	
<p>This section provides a summary of the position in two to three sentences, which identify the major areas of responsibility. This summary is also known as the occupational definition and typically identifies: who, what, how, and why.</p> <p>Example: The Controller (who) is responsible for managing the company's finances (what), consistent with generally accepted accounting principles and in compliance with applicable laws (how). This position ensures that the company's assets are adequately protected and its long-term financial health is secure (why).</p>	
II. Latitude	
<p>This section identifies the level and scope of authority, including the supervisor of this position and the number/title of positions that are supervised by this position. It identifies other significant internal and external relationships as well as other areas of authority.</p> <p>Example: The Controller reports to the President and has overall responsibility for the work of the Finance and Accounting Department, directly supervising three Accountants and an Administrative Assistant. This position is responsible for managing a budget in excess of \$1.5 million and it oversees all mergers and acquisitions. The Controller works as part of the Executive Management Team and has frequent contact with banking and investment firm representatives.</p>	
III. Essential Functions	
<p>This section identifies the primary duties and associated tasks. Duties and tasks are described in brief statements that begin with a verb.</p> <p>Example:</p> <p>The Controller performs the following duties on a regular basis:</p>	

Hires, trains, and supervises employees in the Finance and Accounting Department.

Oversees all accounting functions, including accounts receivable, accounts payable, payroll, and the general ledger.

Oversees the preparation of all year end financial reporting and tax documents.

IV. Other Functions

This section identifies secondary duties and/or tasks that are not an essential function of the position, but rather are incidental and/or occasional.

Example:

The Controller may occasionally perform these duties:

Conduct presentations for business groups as requested by the President.

V. Position Specifications

This section identifies the minimum qualifications that are required for this position. The first part of this section identifies the minimum academic credentials and the type and years of experience.

Example: This position requires a Master's Degree in Business Administration or Accounting, certification as a CPA, and at least five years of senior level accounting experience in a service industry.

The second part of this section identifies the knowledge, skills, and traits/abilities that an individual must have in order to successfully perform the essential duties/tasks.

Example:

The successful incumbent will:

Demonstrate a high degree of proficiency with the technology utilized by the company.

Possess excellent verbal communication skills, the ability to effectively supervise professional employees, and a professional demeanor.

Be detail-oriented, with the ability to manage multiple priorities in a high-pressure work environment.

VI. Working Conditions and Environment

This section describes the work setting and any physical, mental, or emotional requirements of the position. Typical work week, unusual circumstances, and other expectations could be included as well.

Examples: works in an office setting; occasional overnight travel; manual dexterity; ability to concentrate in a noisy work environment; frequent reaching, bending, stooping, and lifting of up to 50 pounds; ability to sit for long periods, works outside year round, even in inclement weather; weekend hours; etc.