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# Example of Accounting Control Job Description

Our growing company is hiring for an accounting control. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for accounting control

* Secure statutory compliance and reporting throughout the organization through transparency on local requirements, status, issues
* Create the pre-requisites for the development of sufficient highly motivated and adequately skilled financial managers for the Group
* Responsible for Sarbanes-Oxley (SOX)/Internal Controls for Financial Reporting (ICFR) processes, including documentation, review and testing of internal controls
* Evaluate generally accepted accounting principles (GAAP) and regulatory compliance for SOX/ICFR and provide recommendations on accounting policies, internal control effectiveness and process improvements
* Work with process owners to advise/implement improvements to ensure compliance and continuously improve the Company’s ICFR
* Communicate internal control impacts, issues, and strategic direction to fiduciary team
* Continuously enhance the external reporting and SOX processes to monitor progress, efficiently document, review and maintain supporting documentation
* Lead annual financial reporting risk assessment for financial statements and disclosures
* Research and formally document technical accounting positions and other financial assertions
* Monitor development/changes in accounting and financial reporting, provide US GAAP interpretation and prepare technical memorandums that document issues in a clear, logical and comprehensive manner

## Qualifications for accounting control

* Excellent analytical skills to vet complicated hedging strategies
* Ability to meet tight deadlines while maintaining high levels of accuracy
* Goal-oriented – must be able to work independently and organize tasks to pursue objectives
* Assist in regular month end process and intercompany accounting
* Support reporting and analysis
* Preparation of Balance Sheet Accounts reconciliations on Assure Net and ensure timely clearance of open items