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# Example of Accounting Controller Job Description

Our company is growing rapidly and is looking to fill the role of accounting controller. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for accounting controller

* Determing accounting treatment for events and transactions of a complex, unique, and/or judgmental accounting nature, to apply new/revised accounting policies in consultation with Technical Accounting and Oversight (TA&O)
* Requiring to review the trial balance (TB) and closing topics (Pre-MEC) in the monthly process, and lead the risk based Financial Reporting Review (FRR)
* As the main point of contact for the business over the RTR processes, responsible to collaborate with the BP to ensure business requirements are captured and that stakeholders are updated on the status of KPIs and on resolution of accounting and process issues
* Managing processes using LEAN tools, and use LEAN methods to address process issues and problems to address root causes and not just address the symptoms of the identified issue
* Driving continuous improvement in the processes by regularly performing Kaizens, and by locally driving global improvement initiatives
* Directly oversee accounting personnel and all related functions including the hiring, training and evaluation of those under his/her direct supervision
* Assure generation of financial statements in a timely and accurate manner – in accordance with the relevant accounting policies and procedures
* Review each financial statement and approval for closing the accounting period for each entity
* Assure the accounting personnel maintain proper internal control procedures
* Oversee banking processes to meet client requirements, and in compliance with company policies and procedures

## Qualifications for accounting controller

* Minimum of 7 years progressive experience in financial/accounting functions in a manufacturing environment
* Demonstrated ability of performing financial analysis
* Experience in performing multiple projects and priorities working with diverse teams
* CPA, CFA, QuickBooks Pro Advisor, and/or Xero Certification are major pluses!
* Advanced knowledge of Sage / Timberline ERP system
* CPA license highly preferred, but not required