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# Example of Accounting Manager, Controller Job Description

Our company is growing rapidly and is looking for an accounting manager, controller. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for accounting manager, controller

* Leads and maintains accounting/internal controls to sustain financial security
* Responsible for managing the General accounting functions
* Strong organizational and problem solving skills to “clean up” challenging accounting systems
* Involved in the strategic direction and development of the Accounting outsourcing department
* Coordinate revenue recognition activities with various members of global business operations, including legal, sales, and product management personnel to ensure that underlying operational processes and practices are aligned with US GAAP requirements
* Keeps books and accounting records of financial transactions
* Knowledge of general construction accounting auditing and invoicing required
* Responsibility for monthly accounting activities including G/L preparation, financial reporting, year-end audit and support and facilitation of budget/forecast activities
* Train under Controller on all facets of accounting within organization
* Develop new processes within accounting function to streamline deliverables, monthly reporting activities and create efficiencies throughout department

## Qualifications for accounting manager, controller

* Detail oriented and controls focused
* Experience working with cloud-based ERP systems preferable
* Proficient in computer based applications with emphasis on spreadsheet analysis
* Support Senior Management’s decision making process by managing the analysis and reporting around key business drivers, including revenue, cash, gross margin, expenses, capital expenditures and inventory
* Manage the monthly forecast and budget process, including consolidation and analysis
* Analyze financial information to determine present and future financial performance including ad hoc business case analysis, create financial models, and analyze trends to support the growth of the business