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# Example of Assistant Controller Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of assistant 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 assistant controller

* Financial forecasting and budgets
* Oversight of Sarbanes Oxley continuing compliance
* Portfolio valuation review and coordination with administrator
* Preparation of financial statements and timely completion of audit for all funds
* Fund capital calls and distributions
* Liaising with outside service providers (servicers, administrators, auditors, and tax consultants)
* Liaise with other functional areas of the firm, including Trade Operations, Investor Relations, Marketing, Compliance, Legal tax and Portfolio Management
* Assisting in preparation of tax return schedules and data for both financial reporting purposes and inclusion in corporate tax returns by audit firm
* Managing operational data and ensuring data integrity and accuracy, including forecasts and variance analysis
* Financial and analytical account analysis

## Qualifications for assistant controller

* Familiar with residential MBS accounting, including revenue recognition and asset impairment
* Preparation of all audit related work papers for use in preparation of financial statements
* Maintenance of G/L account coding for financial reporting by profit and loss centers
* Calculating and perfecting Research and Development tax credits with consulting firm
* Calculating current and deferred taxes based on items identified above and proper allocation of taxes in the financial statements
* Financial statement preparation skills