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# Example of Assistant Controller Job Description

Our innovative and growing company is looking to fill the role 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

* Re-engineer inefficient processes and manage projects for successful implementation
* To provide analytics around client contribution which could be used for decision making and strategy planning
* Prepare SOD binders for assigned accounts
* Perform account variance analysis
* Generate financial statements for final internal review
* Complete annual audit schedule preparations and maintenance
* Learn to assist with acquisitions and other financial analysis
* Streamlining monthly closing process through the automation of several manual tasks
* Reviewing monthly results and preparing management package for distribution to upper management
* Assisting with year-end financial and 401-k audits with external auditors and successfully complete annual bank audit for purposes of renewing company credit line

## Qualifications for assistant controller

* Manufacturing and cost accounting experience a strong plus
* Preparing all required debt compliance calculations
* Working closely with CFO on special projects, the development of new lines of business and the retention and expansion of business with existing customers
* Prepare monthly financial reports including full analysis
* Review and post journal entries of staff
* Prepare annual financial reports including footnote disclosures