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# Example of Associate Controller Job Description

Our growing company is looking to fill the role of associate 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 associate controller

* Maintain robust controls and provide oversight in the day-to-day (BAU)
* North America Investment Banking Billing Controller, responsible for timely execution of invoicing for business related fees and expenses
* Communicate with senior bankers/managers on a daily basis
* Perform monthly business reviews to determine appropriate course of action
* Focus on billing strategy ensuring continuous improvement of processes and technology solutions
* Understand the contract document(s).Identify and confirm requirements with the Contracts Administrator and the Program/Project Manager(s) to include reporting and invoicing obligations and other items that may affect the project’s set up in Costpoint
* Set up and maintain subcontractor funding/reporting to ensure expenditures within available funds
* Ensure compliance with the Company& work-at-risk and revenue-at-risk policies
* Consolidation of daily/weekly/monthly reports which include Profit & Loss analysis, trade vs
* Provide appropriate documentation of system events proper notification of such events

## Qualifications for associate controller

* Strong knowledge of Equites & derivatives Financial Products (Swaps, Futures, option, Stock loan etc)
* Knowledge of valuation of Financial products (Equites / Fixed Income )
* Proven ability to interface with various partners and customers Strong interpersonal and presentation skills
* Fully qualified professional
* Knowledge of Hyperion Finance Management (HFM)
* Experience with Shared Service Centres