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# Example of Capital Controller Job Description

Our innovative and growing company is looking for a capital 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 capital controller

* Preparation of monthly package (Grid File) incl
* Daily valuation of derivatives portfolio and accurate reporting of greeks and p&l to traders and senior mgmt
* Analysis of credit simulation results and simulation of exotic transactions to determine expected and potential exposures
* Risk analysis and monitoring of trading activity on a daily basis
* Exposure to new derivatives pricing methodologies in the market such as CSA/OIS discounting, FVA
* Exposure to the implementation of new regulatory regimes including Dodd-frank, EMIR, Basel 3, Volcker
* Handle other quant and non-quant regular and ad-hoc projects, working closely with traders, research and senior management
* Budget forecasting twice a year, uploading in HFM system, reporting packs, calls
* Maintain equity schedules and reconciliations for all investments
* Preparation of any special report, statements, , as requested

## Qualifications for capital controller

* Basic understanding of the role of Treasury within the firm
* Basic understanding of system architecture and the flow of information between, risk, sub-ledger and general ledger
* BS or BBA in Accounting, Finance or related field required
* Third party reimbursement knowledge preferred
* Administer accounting system and develop internal reporting function
* Manage the overall direction, coordination and evaluation of the Accounting & Finance team