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# Example of Capital Controller Job Description

Our company is growing rapidly and 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

* Apply knowledge of accounting and tax issues to determine impact on operations and cash flows in preparing asset and fund level models
* Prepare, review and present internal financial reporting and analysis, including asset management reports
* Analyze fund and investment operations
* Prepare monthly limited partners' and general partner allocations per Operating Agreements
* Compile and analyze financial information to prepare financial statements monthly, quarterly and yearly for all entities
* Implement systems to accurately track and strategize the financial management of multiple entities across various platforms
* Handle all ad-hoc information requests from investors, investment professionals, and senior management
* Process all accounts payable and accounts receivable for all entities
* Prepare bank reconciliations for all entities
* Process payroll for all employees administer company benefit plans

## Qualifications for capital controller

* Preparation and presentation of data to senior management
* Involvement in various Projects and testing relating to ongoing and upcoming regulatory initiatives, including the build-out of a new strategic capital system and ongoing process improvements across the full suite of calculations and reporting
* Experience dealing with prudential regulations, specifically exposure to Credit Risk and Market Risk would be highly desired
* Ability to manage multiple deliverables to a daily deadline in addition to dealing with monthly and quarterly requirements
* College or University degree (finance / accountancy / economics)
* Minimum 5-6 years experience working in finance role with relevant controlling experience