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# Example of Controller Assistant Job Description

Our growing company is looking to fill the role of controller assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for controller assistant

* Providing the corporate accounting department with regular reporting of revenues, AUM and performance
* Reviewing, completing, and distributing sales commissions and financial statement accounting
* Control and accounting for fixed assets and depreciation sub-ledgers for both book and tax purposes
* Percent-complete accounting for multi-element projects and straight line for recurring revenue multi-year agreements
* Accounting for stock option-based compensation and stock option exercises
* Reviewing semi-monthly payroll and fringe benefits to ensure accurate posting to the G/L and appropriate accounting for bonuses, commissions, OT and other special pays, job costing, withholding, proper cost departments
* Interfacing with accounting firm for preparation of multi-state tax filings
* Oversee the monthly review of account analysis for all accounting areas including revenues, accounts receivable, accounts payable, fixed assets, intangibles, accruals and prepaid assets
* Provide training and direction to the Accounting staff to maintain
* Perform accounting research on complex issues

## Qualifications for controller assistant

* Preparation of SEC filings and supporting schedules
* Ongoing monitoring of compliance with REIT regulations and maintaining exemption from Investment Company Act of 1940
* Creating ad hoc analysis to assist management with decision making
* Reviewing investment cash flows and yields provided by portfolio managers for completeness and accuracy
* Preparing quarterly tax workbooks and schedules and audit work-papers
* Compiling information for press releases and investor and board presentations