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# Example of Controller Assistant Job Description

Our innovative and growing company is searching for experienced candidates for the position of controller assistant. 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 controller assistant

* Supervising, motivating and mentoring the Financial Accounting team
* Ensure proper accounting principles are being followed
* Support operational Accounting processes
* Draft financial and accounting sections of SEC Forms 10-K, 10-Q, S-3’s, S-8’s, 8-Ks and proxy
* Supervise Fund Accounting team members on monthly bookkeeping and balance sheet review
* Design, develop and document improvements to the accounting and reporting functions to foster a greater reliance upon controls
* Assist in the oversight and performanceof the daily accounting including accounts payable and accounts receivablefunctions
* Manage the monthly accounting close process while ensuring timely and accurate consolidation of financial results
* Support the preparation of monthly and quarterly financial reporting package and SEC financial statements with larger accounting team
* Manage all day-to-day technical accounting activities

## Qualifications for controller assistant

* Knowledge of GAAP, including corporate tax provisions
* Assisting with the fund administration process
* Assisting with managing the funds' annual audits
* Investment execution and trade settlement by participating in underlying manager document reviews, supervising the preparation of wire instructions and trade tickets, and confirming receipts of all investments
* Maintaining a database of underlying investments and key terms
* Reviewing and analysis of underlying manager audited financial statements