Downloaded from <https://www.velvetjobs.com/job-descriptions/controller-assistant>

# Example of Controller Assistant Job Description

Our innovative and growing company is searching for experienced candidates for the position 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

* Identify, recommend and implement accounting process improvements to support company growth
* Responsible for preparation of financial statements and all reporting for the US subsidiary
* In charge of insurance policy renewals and loss analysis, and meeting with brokers
* Analyze trends and identify ways to minimize costs
* Analyze financial data and implement effective internal control processes
* Responsible for overseeing Sr
* Manage and coach the team effectively
* Manage preparation of financial reports
* Manage financial statement and analysis
* Coordinate FRB/NYSB and internal audit examinations

## Qualifications for controller assistant

* Yardi or Timberline systems experience strongly preferred
* Public/private mix (Big 4 background & must currently be in the retail, manufacturing, or wholesale industry)
* Must have managed a large team (8-9)
* Implement new reporting requirements and regulations
* CPA license or equivalent experience required
* Proficient in GAAP & SOX