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# Example of Controller Job Description

Our growing company is hiring for a controller. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for controller

* Have overall responsibility for the Controller function including operational accounting, SEC and investor reporting, SOX compliance, transaction analysis, and interaction across the organization
* Define, enhance and implement financial reporting tools and systems
* Direct annual audit processes in coordination with fund auditors
* Management company accounting and operations
* Overseeing accounting and operations of foreign entities
* Supervise a 2–3 person development accounting group
* Oversee control systems, transaction-processing operations, and policies and procedures
* Ensure timely AP and AR accounting
* Manage and supervise accounting procedures
* Assess standard operating systems and assist the team in process improvements and general ledger system and determine appropriate time frame/cost for upgrade

## Qualifications for controller

* Comprehensive understanding of the balance sheet and P/L partnership accounting
* Payroll receivables
* Monthly close monthly internal management and corporate reporting to Parent Company
* Establishing departmental goals and objectives that lead to the successful achievement of divisional and corporate goals and objectives
* Providing effective leadership and management to the department, while providing budget and business planning to the divisions’ managers
* Identifying problems and opportunities for improvement and generating creative solutions that improve qualitative and quantitative performance