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# Example of Controller Job Description

Our company is growing rapidly and is looking for a controller. 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

* Develop process improvements while maximizing the full efficiencies of the accounting system
* Analysis and investigation of differences from actual to budget and year over year differences
* Preparation of all annual budgets for all real estate entities, to be approved by CFO
* Preparation of all financial statements and financial information requested by banks and insurance, to be approved by CFO
* Preparation and distribution of all information to partners, to be approved by CFO
* Full year end close and reporting for all real estate entities
* Maintaining monthly detailed analysis of all general ledger accounts for all real estate entities
* Preparation of monthly capital/tenant improvement schedules
* Preparation of Monthly and Year End accruals/deferrals for all real estate entities
* Reviewing Monthly outside Management statements in detail and responsible for accuracy

## Qualifications for controller

* Pointing out any discrepancies/questionable items and resolving with management agents directly
* Keeping track of funds held at Management Agents and drawing out excess funds
* Annual tie up of all payroll taxes, W-2's and W-3's into general ledger for all real estate companies
* Approving the payment of all real estate entity Invoices and confirm they are all in budget
* Month end work
* Recs