Downloaded from <https://www.velvetjobs.com/job-descriptions/controls-manager>

# Example of Controls Manager Job Description

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

## Responsibilities for controls manager

* Define risk budgets
* Create reports to assist the project team in proactive schedule management, client reports, and executive-level reports
* Manage and maintain accurate budget information to include
* Manages a team that documents, tests, and consults on financial controls and company policies at the region or plant level
* Implement project planning processes to include considerations of project set-up, execution, monitoring and closeout
* Assess departmental capability to accomplish current and future assigned work
* Identify deliverables, assign budgets and check / controls points to those deliverable
* Monitor risks to enable highest level assessment of company exposure
* Negotiate and ensure contractual obligations are being met
* Management and implementation of project and corporate project controls procedures

## Qualifications for controls manager

* Experience as the Lead, Senior or Document Control Manager for Projects and Program Management assignments
* Minimum 5 years' experience with an international cruise line or worldwide tour operator (preferably in shore excursion/tour department)
* Minimum 5 years' proven management experience in a multidimensional organization
* Minimum 5 years' experience in the travel industry with a focus on destination delivery
* Excellent interpersonal skills to communicate with all levels of leadership and employees
* Bachelor's degree with emphasis in business, finance or accounting, related certification or equivalent combination of training and experience