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# Example of Corporate Controller Job Description

Our growing company is hiring for a corporate controller. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for corporate controller

* Assessing, improving or implementing financial policies, procedures and controls to ensure the integrity of financial statements, including without limitation all financial, accounting and operational reporting of all subsidiaries
* Manage global closing calendar and internal reporting requirements, including adherence to timelines
* Manage the global consolidation including the distribution of internal financial statement reporting packages
* Manage the treasury function, including bank relationships and cash flow forecasts of the Company
* Manage the Accounts Payable staff, including adherence to expense approvals
* Manage the Payroll team
* Develop policies and procedures within each department to ensure strong financial controls and cohesive cross-department communication and transaction flow
* Proactively manage and bring the team together to improve processes and efficiencies
* Oversee the annual audit and preparation of external financial statements, including footnote disclosures
* Manage debt covenant requirements and related monthly financial statement deliverable requirements

## Qualifications for corporate controller

* Coordinate monthly, quarterly, and annual financial closing processes
* Implement organizational policies, operating procedures, and business controls
* CPA license and public company experience strongly preferred
* Experienced people leader with larger teams
* Excellent oral and written communication/presentation skills, including development of reporting packages
* Process re-engineering experience including business process outsourcing to 3rd Party vendors