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

# Example of Junior Controller Job Description

Our innovative and growing company is hiring for a junior controller. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for junior controller

* Working with design, costing and engineering to optimize cost on new styles
* Analyzing actual divisional results each month to identify operational variances
* Working with planning and preparing monthly, quarterly and yearly financial forecasts
* Working with manufacturing and scheduling to make sure production is running smoothly and no deliveries are jeopardized
* Monitoring plant performance and efficiency on a weekly basis
* Creating & monitoring yearly budgets for samples purchases, design costs and travel
* Perform regular Internal Control Testing / Report
* Assist Internal Control Manager (superior) in various tasks, develop/improve business processes to be more effective and efficient while still ensuring compliance with norms and regulations, and follow up recommendations from various audit
* Act as Key User for one of our system in Finance
* Produce or supervise the monthly reports

## Qualifications for junior controller

* Up to 3 years of experience in Banking/Controlling/Accounting
* Will participate in monthly forecast and yearly budget phase daily ad hocs
* University degree in Business Administration with focus in Accounting/Finance
* Minimum 1-2 years working experience in Finance/Controlling/Audit
* Well versed with working at a multi-cultural, global organization with a matrix structure
* 1+ year of Public Accounting with a background in Hedge Funds