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# Example of Junior Controller Job Description

Our innovative and growing company is looking to fill the role of junior controller. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for junior controller

* Trade operations and daily reconciliations
* Monthly NAV packages
* Assisting with the Year-end Audit and the Year-end Tax returns and K-1’s
* Assisting with Management Company books and records
* Assisting with SEC filings
* Developing process and improvements
* Assisting with various compliance projects
* Ensure LPAs (Limited Partnership Agreements) are properly followed
* Review journal entries to ensure proper general ledger coding
* Produce weekly reports for management including aging analysis, detailed expense analysis and employee T&E reports

## Qualifications for junior controller

* Basic understanding of bank assets and liabilities
* Naturally accurate and deadline-oriented
* Proactive and open
* Have minimum 3 years working experience in Audit Firm
* Minimum 1-2 years working experience in management accounting/fiannce analyst role
* Previous experience with Financial Statement Preparation, GAAP, Hedge Fund / Partnership Accounting, Month-end Close, Net Asset Value, and Revenue / Expense Analysis