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

# Example of Ledger Controller Job Description

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

## Responsibilities for ledger controller

* Monthly attestation monitoring and reporting to senior management
* Review and control responsibilities associated with GL account lifecycle, including challenging appropriateness of accounts requested, executing proactive preventative controls against account proliferation, inappropriate usage
* Assists with the annual financial audit special audits performed by internal and external auditors
* Oversees the university banking relationships
* Assists in the development and maintenance of university wide investment policies and procedures in the most cash effective manner
* Works closely with A/P and A/R to establish a cash flow timeline for payables and receivables
* Monitors internal and external activities to make decisions including converting collections into cash, identifying surplus cash for investment, identifying collection float, timing of cash disbursements, managing large dollar disbursements, maintaining a satisfactory audit trail, and managing financial risk and exposure
* Oversees unclaimed property and state reporting of abandoned property
* Works with supervisor and Controller in the coordination and execution of year-end activities
* Performs monthly general ledger review to note abnormal balances or transactions, researching, initiating and approving corrective actions

## Qualifications for ledger controller

* Month end processing and break checking, working closely with colleagues in Glasgow and other global locations
* Assisting with analysis of intercompany interest
* Preparation of reporting for GGLC and functional senior management on the progress of the project
* Working closely with GGLC management to assist with the implementation of automated paydowns for the non-funding intercompany stream
* Perform diligence across the intercompany and bank account infrastructure to obtain appropriate approvals from all relevant stakeholders to move forward with ongoing project initiatives
* Writing and maintaining team procedure notes