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# 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

* Reviews and maintains the university chart of accounts including establishment of new FOAPALs
* Organizes, plans, manages, and establishes priorities related to specialized activities and projects for the University
* Supervises the day-to-day general ledger, banking, and investment activities including training, reviewing of work, and supervising staff
* Recommends and implements changes to operational policies and procedures
* Updating the Sales Ledger via invoice batches from Vixen and MTMS
* Regular debtors collections by phone and e-mail
* Advising dispatch teams on credit statuses
* Management of credit notes to ensure all documentation is complete and company policy is adhered to
* Monitoring of credit limits and liaising with the credit insurance broker
* Reconciling the Sales Ledger to the General Ledger

## Qualifications for ledger controller

* Taking ownership for daily deliverables and processes within the team, including preparation of regulatory reporting and analysis of hedging activities
* Calculating and advising on paydowns to extinguish intercompany balances between Firm entities
* Other ad hoc duties and project deliverables
* People management covering Mumbai office plus deputising for Senior Manager where required
* 1-2 year experience in Finance auditing
* Performing daily and month-end certification processes over Zero Balance Account Balance Sheet, Net Revenue and Expense accounts, and subsequent sign off and escalation