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# Example of Ledger Controller Job Description

Our company is searching for experienced candidates for the position of ledger controller. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for ledger controller

* Conceptualize, implement and manage corporate accounting systems and administration to support a growing company
* Ensure compliance with GAAP accounting principles and regulatory tax reporting
* Provide leadership in the accounting, controls, compliance and reporting
* Ability to apply GAAP principles to existing accounting transactions and to new transactions when presented
* Research transactions and various general ledger accounts to gather, review, and analyze data to present findings to the Head of Reporting or the Financial Accountant
* Ensure timely and accurate general ledger data entry and provide reports to management in order to identify improvement opportunities
* Preparing bank reconciliations on various bank accounts
* Assist the Reporting Team with administrative tasks as necessary, including record keeping, archiving and maintenance as needed
* Any ad hoc duties that may be assigned to you from time to time
* Oversee the corporate consolidation processes for financial statements, balance sheets, P&L forecasting, monthly reporting packages, company’s 10-Qs, 10-Ks and occasional SEC reviews

## Qualifications for ledger controller

* Minimum 4 years professional Experience as Controller, preferable with min
* Very good Knowledge in MIS
* To actively chase outstanding customer debt in accordance with agreed terms, policies & procedures
* To process and reconcile customer transactions and debt in accordance with agreed standards
* To develop & maintain effective working relationships with customers & internal stakeholders
* Analyse customer data to identify adverse behaviours and prevent exposure to risk