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# Example of Management Controller Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of management controller. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for management controller

* Work directly with transacting teams to provide outstanding expenses for deal closings, exits, recaps
* Prepare fee sharing offset schedules for fund accounting team
* Work closely with Worldwide Expense Reporting Coordinator on various issues relating to Concur such as project codes, exports, compliance with policy
* Client Service tasks
* Lead areas of general ledger close and fulfill monthly financial reporting requirements
* Conduct review of journal entries and account reconciliations completed by junior accounting staff
* Prepare consolidated income statement, balance sheet, statement of cash flows and footnote information
* Conduct research on technical accounting matters
* Lead annual budget and quarterly reforecast
* Conduct review of budgeted amounts completed by junior accounting staff

## Qualifications for management controller

* Degree holder in finance and/or related disciplines
* Minimum 3 years of experience in an asset manager with the corresponding portfolio controlling area
* Experience with investment accounting
* Excellent knowledge of financial markets and the asset management industry
* Excellent knowledge of financial products in particular OTC derivatives
* Working knowledge of financial databases such as Reuters, Bloomberg and Datastream