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# Example of Management Controller Job Description

Our company is growing rapidly and is looking for a management controller. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for management controller

* Review and approve invoices entered in Accounts Payable for payment
* Train and supervise accounting staff
* Supervise and assign responsibilities to all project support staff assigned to the design and construction management staff in the account
* Validate requisitions, change orders, payment applications, purchase orders and invoices and determine accuracy in collaboration with Management Staff
* Maintain a documented system and calendar of accounting policies and procedures
* Maintain electronic banking functions
* Prepare annual corporate budget and periodic financial analysis
* Manage outsourced functions such as payment coupon orders and payroll functions
* Oversee operations of the accounting department, including the design of an organizational structure adequate for achieving the department’s goals and objectives
* Oversee accounting staff to ensure on-time completion of accounting tasks, including but not limited to those listed below

## Qualifications for management controller

* Analysis any unreasonable items and of any potential differences
* Good clear & concise communication
* Bachelors degree in Finance/Accounting or related field and/or 0-1 years of relevant experience
* Four to six years of experience required
* Ability to independently analyze, report, and explain financial data
* Maintain a system of checks-and-balances over accounting transactions, including cross-training of accounting staff