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# Example of Operations Controller Job Description

Our innovative and growing company is looking to fill the role of operations controller. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for operations controller

* Commanding of satellites for all required operations
* Mastering all routine operations and acquire a sound knowledge of the initial steps of anomaly recognition and recovery
* Provide required reports on a daily and weekly basis
* Operate spacecraft in accordance with approved procedures and the daily operations plan
* Strive to achieve and keep highest possible level of competency to perform all assigned duties and have the awareness to know when to escalate for assistance
* Reliable and accurate execution of spacecraft operating procedures
* Autonomous execution of manoeuvre burn plans
* Continuously monitor spacecraft telemetry and alarm status
* Originate spacecraft and equipment anomaly reports
* Perform off-line data analysis

## Qualifications for operations controller

* Maintain a solid understanding of the business, its transactional and contractual obligations and become directly involved in specific business issues and their resolution
* Oversee and manage all operational accounting systems, processes and procedures while ensuring framework for compliance is maintained across business operations
* Ensure SOX compliance of systems, processes and procedures
* Ensure financial results are reported accurately and in a timely manner in accordance with GAAP, corporate and regulatory requirements
* Prepare monthly and quarterly audit working papers
* Analyze key balance sheets and profit & loss accounts