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# Example of Process Controller Job Description

Our innovative and growing company is looking to fill the role of process controller. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for process controller

* Electronic invoice handling in Basware IP, iFS and Nopro
* Managing month end closing tasks according to the global closing schedule
* Executing AP process internal controls
* Review and report lab test data
* Partner with the IT team to recommend changes to the ERP and processes to implement any improvements identified in lean
* Focus on creating and maintaining the as is and to be closing & reporting process maps, digitizing key process indicators via Tableau and monitoring the inputs for accuracy and standardization
* Be a process-minded expert who can quickly link operational triggers to accounting processes, identify and standardize global inconsistencies, and drive process change effectively in an organized manner across the organization
* General accounting financial leader responsible for the integrity of the financial statement including balance sheet, income statement and cashflow across all financial platforms including SAP (ERP), Tableau (Data warehouse) and Hyperion (consolidation)
* Own performing and coordinating actions to reconcile across key system platforms, including SAP, Tableau, Hyperion (Uniform) during the closing and on ad-hoc basis
* Own and maintain SAP journal entry workflow and ensure adherence to manual journal entry policy across business enterprise, including approver of late manual journal entry workflows

## Qualifications for process controller

* Grade 12 with Maths, Science and English or equivalent (must)
* Code B Driver’s license (must)
* Computer literacy (wish)
* Perform inspections on equipment (valves, pumps, vessels)
* Examine equipment and complete safety checklists and procedures
* Commission and de-commission plant equipment and systems (New projects, plant modifications and pre/post maintenance work)