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# Example of Sales Controller Job Description

Our growing company is hiring for a sales 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 sales controller

* Perform daily reconciliations of client/ sales EV and Volume production, liaising with IT and Operations to resolve discrepancies
* Responsibility for ensuring the integrity of Sales Reporting data and for following procedures and controls such that information is relevant and timely
* Prepare daily/weekly/monthly reports for management review
* Creating and maintaining Sales Registered Representative (RR) accounts
* Creating and posting of journals as required
* Providing timely and accurate response to queries from the Business Unit
* Ensure all risk and control policies are adhered to and any discrepancies reported to Line Manager
* Contribute to process improvement and efficiency initiatives
* Accounting/ Control – Coordinate the timely and accurate execution of the monthly close process as it relates to trade promotions and RDA’s
* Financial Analysis & Reporting – Leverage various systems

## Qualifications for sales controller

* Oversee the distribution of resources and push back to respective teams (sales, marketing, etc) to best optimize cost efficiency
* Experience in FP&A (financial planning and analysis) or sales analysis
* Background in controlling or accounting, practical or theoretical
* Experience working in retail/FMCG companies OR financial services
* Demonstrates relevant business knowledge and financial awareness
* Is dedicated to driving the business in a profitable and sustainable way