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# Example of VP, Controller Job Description

Our company is growing rapidly and is looking for a VP, controller. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for VP, controller

* Participate in wholesale stress testing for CCAR and other stress testing initiatives
* Portfolio T&E and PCard Superuser (approve new cards, credit limit changes)
* Preparing, tracking and monitoring Regulation W exceptions and issues
* Reporting of 23A exposures by lines of business and other required MIS
* Reviewing of 23A daily and monthly reports to ensure compliance with prescribed collateral and risk tolerances participating in meetings to discuss findings
* Investigating unusual trends or activity that can be indicative of compliance problems and communicate/escalate as necessary, including recommending practical solutions to issues
* Reviewing of the FR Y-8 quarterly regulatory report
* Interact with Internal / External Audit to ensure proper coordination and timely / accurate responses are provided
* Shop in Shop analysis (including new and existing shops)
* Prepare any adhoc reports necessary to analyze the business and/or growth opportunities

## Qualifications for VP, controller

* Senior, manager or senior manager experience in a Big 4, relative fund administration experience (possibly in hedge fund or related investment portfolios)
* Intermediate MS Office skills(Excel, Word, Access, PowerPoint) with the ability to quickly learn and master new applications
* 5 years audit experience with national CPA firm, or equivalent financial reporting experience
* Strong aptitude for process and control enhancements
* Strong financial background experience
* Experience of working with Senior Management including Senior Executive level