



# Example of Site Controller Job Description

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Our growing company is looking to fill the role of site 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 site controller

- Lead the accounting team, manage the general accounting, month-end close and reporting to Group and BU Function
- Manage general accounting activities and month-end close
- Supervise the accounting and payroll team (3 people)
- Deliver financial support to the site operations, including the operational excellence initiatives
- Enhance and maintain internal control environment and ensure compliance with SOX Manage financial and tax audits and contacts with authorities
- Be the main financial point of contact at the site for management, Corporate and external stakeholders
- Prepare statutory accounts, tax statements and other legal requirements
- Oversees the utilization and practical application of information technology by assuring the company is well equipped with the appropriate hardware and software to meet production and corporate requirements
- Responsible for establishing and maintaining a prudent internal control environment
- Trains and develops subordinate staff

## Qualifications for site controller

- You are used to perform under time pressure
- You work effectively with others to achieve objectives, to solve problems and

- You ensure effectivity at different tasks and responsibilities and speak fluent German
- A mature, independent, self-reliant individual able to interface with senior Malaysia and Micron management globally
- Demonstrated track record of individual contribution and team leadership
- Minimum 8-10 years in a Finance leadership position in a manufacturing environment, preferably with prior knowledge in dealings with MIDA