



Example of Site Controller Job Description

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Our growing company is looking for a site controller. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for site controller

- You support the month end close process in Finance and Accounting
- You identify the need for adapting controlling services to the customer's needs systematically and continuously
- Design of controlling concepts, optimization of current and future controlling tools and methods
- Responsible for the integrity of division's financial statements
- Executes monthly close process
- Develops quarterly forecasts and annual budgets
- Plays a critical role in the monthly material planning process
- Develops formal and ad hoc reports as required by division management in running the business
- Key Organizational Interfaces
- Corporate finance and accounting teams

Qualifications for site controller

- Excellent knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Have detailed understanding/experience in SAP modules, especially FI/CO
- Have sufficient knowledge & experience with above reporting requirements
- Have the ability to perform accounting work independently without close supervision
- Have the ability to effectively interact and work with a diverse group of associates

