

## **Controller Job Description**

### **I/ Job information of financial controller**

1. Job title: Controller
2. Report to: CFO
3. Compensation: Determined based on experience
4. Work attire: Business casual
5. Employee type: Full-time and Part-time positions

### **Description**

Controller will report directly to the CFO and will embrace a “roll up the sleeves” attitude to ensure the monthly close process and all debits and credits are recorded in an accurate and timely manner. He/She will evaluate current practices to identify opportunities to increase accuracy and streamline processes. The Controller will be responsible for designing, implementing and leading accounting operations, including preparation of journal entries, completing the monthly close and compiling information required by our clients. The Controller will work with the CFO and with our Client’s management group to align accounting practices with the demands of the business.

### **II/ Key Job Tasks of Controller**

- Help prepare, plan, organize and coordinate monthly and year-end close process.
- Manage overall accumulation and preparation of monthly internal financial statements.
- Provide monthly reports comparing actual results with budgeted projections and writing budget variance notes.
- Assist in the process of developing and reviewing budgets.
- Provide accurate cash-flow projections.
- Support all day-to-day accounting functions.
- Develop and maintain appropriate internal controls.
- Ensure all finance records are kept accurately and securely and in line with GAAP requirements.
- Help develop and mentor staff accountants.
- Prepare ad hoc reports and communicate information to Managers outside the financial area of the company.

### **III / Job Requirements**

- Bachelor’s degree in accounting or finance, 5+ years accounting experience.
- Demonstrate ability to work with ambiguity and an ability to work through detail to identify trends and opportunities.
- Work requires willingness to work flexible schedule.
- Maintain effective working relationships with company’s external partners.
- Proficiency in multiple accounting software packages is a plus.
- Excellent communication skills and analytical skills.
- CPA license and/or public accounting experience a plus.