COMPTROLLER

Job Description:

**Comptroller** (aka controller) refers to the person responsible for all accounting operations of a business. The **controller** title is more frequently found in for-profit businesses, while the **comptroller** title is more commonly found in governmental and non-profit organizations. A **comptroller** is a management-level position responsible for supervising the quality of accounting and financial reporting of an organization. A financial comptroller is a senior-level executive who acts as the head of accounting, and oversees the preparation of financial reports, such as balance sheets and income statements.

Job Responsibilities:

* Oversee all financial and accounting operations of the company
* Report directly to the Chief Financial Officer on the company’s financial position and recommend solutions to improve results.
* Create, implement, and adjust policies, procedures, and protocols related to company accounting
* Perform regular, detailed audits to ensure accuracy in financial documents, expenditures and investments
* Approve financial statements before publishing
* Approve financial preparations for regulatory reporting
* Maintain corporate financial confidentiality
* Stay informed on industry developments and changes in regulations
* Stay informed on changes in tax regulations
* Delegate tasks to accounting department
* Perform regular, detailed audits to ensure accuracy in financial documents, expenditures and investments
* Ensure quality control over financial transactions and financial reporting
* Ensure company compliance with all financial and accounting regulations
* Assess all business transactions and prepare accurate reports on those findings.
* Contribute to budgeting procedures.
* Develop and implement effective accounting policies and processes.
* Respond to tax and accounting related issues.
* Liaise with Tax Accountants to track tax payments and returns

Job Qualifications:

* Masters in Accounting, Finance, or related field
* Certification in Public Accounting
* Additional accounting certifications preferred
* Experience in comptroller accounting

Opportunities as a comptroller are available for applicants without experience in which more than one comptroller accountant is needed in an area such that an experienced comptroller will be present to mentor.

Job Skills Required:

* Thorough knowledge of accounting procedures
* Thorough knowledge of tax laws and regulations
* Understanding of Generally Accepted Accounting Principles (GAAP)
* Proficiency in accounting software
* Advanced MS Excel knowledge (i.e. formulas, VLOOKUPs, and pivot tables)
* Ability to assess and interpret general ledger functions
* Strong analytical skills
* Strong attention to detail
* Ability to identify and resolve accounting issues
* Ability to resolve staff conflicts
* Ability to resolve departmental issues
* Awareness of laws and regulations related to finance and accounting