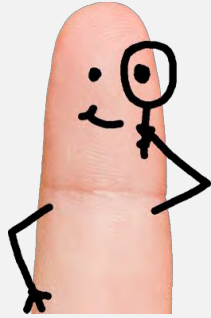


Date completed/revised: DD/MM/YYYY

## Position Details

<b>Title</b>	Controller		
<b>Reports To</b>	Insert title, not individual's name		
<b>Department</b>	Finance		
<b>Position Status</b>	<input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Consultant <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> On-going <input type="checkbox"/> Term      Term End Date (if applicable): DD/MM/YYYY		
<b>Eligible for Benefits</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No      Comments if applicable		
<b>Overtime Exemption Status</b>	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		
<b>Variable Compensation</b>	<input type="checkbox"/> Bonus <input type="checkbox"/> Commission <input type="checkbox"/> Shift Premium <input type="checkbox"/> Car Allowance <input type="checkbox"/> Not applicable		
<b>Hours per Week</b>	Insert actual expected hours of work per week, excluding breaks or lunch/week		
<b>Location</b>			
<b>Job Classification</b>	CUSTOMIZER: If classifications have been established, insert job categories. Below shows an example. Otherwise, delete this row <input type="checkbox"/> Clerical <input type="checkbox"/> Administrator <input type="checkbox"/> Coordinator <input type="checkbox"/> Manager <input type="checkbox"/> Director <input type="checkbox"/> VP		
<b>Salary Range</b>	Insert salary range, or insert: "As per Job Classification"		
<b>Direct Reports</b>	As of DD/MM/YYYY but subject to change, position is responsible for Insert number direct reports, as follows: ♦ Title. Insert additional bullets as required <input type="checkbox"/> Not Applicable		



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- c. Manages the accounting operations of subsidiary corporations.
- d. Maintains a documented system of accounting policies and procedures.
- e. Manages outsourced functions such as IT and auditors.

**2. Transactions Example 20%**

- a. Overall responsibility for ensuring optimal performance for accounts payable, accounts receivable, payroll, financial reporting, taxation.
- b. Maintains a system of controls over accounting transactions.
- c. Preserves an efficient accounting filing system.
- d. Preserves a directory of executed contractual documents.

**3. Reporting Example 20%**

- a. Manages the production of the annual budget and forecasts.
- b. Organizes a system of management cost reports.
- c. Provides financial analysis as needed, for contract negotiations, pricing decisions, and capital investments.
- d. Recommends benchmarks against which to measure the performance of Company operations.
- e. Directs the preparation of the corporate annual report.

**4. Compliance Example 20%**

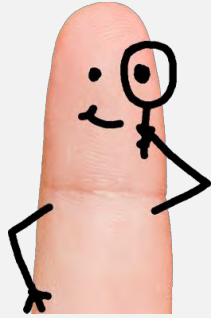
- a. Provides information to external auditors for the annual audit.
- b. Complies with regulatory requirements
- c. Monitors debt levels and compliance with debt covenants.

**5. Human Resources Example 20%**

- a. Provides HR contractual support for the organization and creates employment contracts, processes terminations, and maintains and enforces general employment policies and procedures.
- b. Manages time tracking systems.

## Job-Related Technical Skills

Skills	Proficient	Experience with	Familiar with
Computer skills, specifically Excel	x		
Human Resources		x	



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Experience/Education/Training	Required	Preferred
Certified Public Accountant (CPA) designation		x
Certified Management Accountant (CMA) designation		x

## Position Success Traits

### BUSINESS ACUMEN

- ◆ Understands the business we are in and key business drivers for performance.
- ◆ Operates with best-in-breed business practices.
- ◆ Uses sound commercial principles and viability in all areas of responsibility.
- ◆ Applies and balances information about business drivers and trends such as revenue, costs, customer needs, and short and long-term strategies to guide activities.

### FINANCIAL MANAGEMENT

- ◆ Understands the Company is in business to make a profit.
- ◆ Uses quantitative information to monitor operations and make strategically-based decisions.
- ◆ Establishes and adheres to realistic budgets and analyzes variances for immediate action.
- ◆ Demonstrates fiscal responsibility and gets the best value and return on investment for the Company.
- ◆ Spends funds on initiatives that are the most strategically aligned with, and provide the strongest business case for the Company.
- ◆ Adheres to headcount and workforce ceilings.
- ◆ Makes and supports decisions in line with the Company's financial health, including adjusting resource levels.

### PERFORMANCE MANAGEMENT

- ◆ Sets clear performance standards and objectives.
- ◆ Monitors and measures performance.
- ◆ Coaches and develops the capacity for staff to perform.
- ◆ Conducts performance reviews.
- ◆ When necessary, demonstrates the ability to make difficult staffing decisions and/or implements performance improvement plans.
- ◆ Recognizes, celebrates, and rewards successes.



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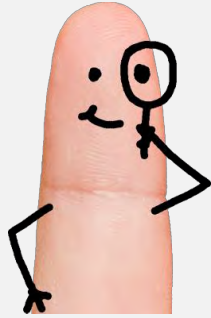
### PROBLEM SOLVING

- ♦ Assesses challenges to identify causes.
- ♦ Gathers and processes relevant information.
- ♦ Generates creative solutions and finds a way to make it work.
- ♦ Makes recommendations and/or resolves the situation.
- ♦ Acknowledges when one doesn't know something and takes steps to find the answer.

### Other/Comments

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*Insert any additional information here, if required. Delete this section if not needed.*



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