

Controllers oversee a company's daily financial accounting functions and operations, maintain and manage financial records and budgets, and conduct audits. Duties include maintaining financial reporting compliance and accuracy, fraud prevention and detection, and monitoring the financial health of a company.

Example positions

Accounting Manager, Director of Accounting, Accounting Controller, Comptroller, Treasurer, Corporate Treasurer, Finance Manager

COMPETENCIES

Communicating - Controllers provide the information required by others in a concise, direct, and unambiguous way. They perceive how the message affects the receiver and strive to ensure that the receiver clearly understands the specifics and function of the message.

Quality Focus - They ensure that all work in their business area, throughout the organization, by vendors, suppliers, etc. is performed with excellence and to high standards for quality and integrity.

Analytical Thinking - Controllers grasp the underlying concepts in complex information, are able to identify root causes of problems, and formulate solutions based on a synthesis of information.

Deliberative Decision Making - They gather, consider, and evaluate all relevant information to make logical conclusions before being moved to action.

Business Acumen - Controllers make sound business decisions based on a strong understanding of the company's business model, strategic goals, and relevant policies, as well as best practices and current technologies in their own discipline or functional area.

Compliance - They work to ensure that they, team members, other employees, contractors, strategic partners, and other relevant stakeholders act in accordance with all pertinent rules, regulations, policies, and best practices.

Fact-based Management - They view the organization as an open system, synthesize information from diverse sources, come to conclusions, and make decisions that are rational and based on sound evidence.

Planning and Priority Setting - Controllers identify priorities and develop detailed action plans that include objectives, accountabilities, time frames, standards, review stages, and contingencies.

Information Seeking - They are driven by an underlying curiosity and desire to know more about things, people, or issues. This involves going beyond routine questions and includes digging or pressing for exact information, resolving discrepancies by asking a series of questions, or conducting less-focused environmental scanning for opportunities or miscellaneous information that may be used in the future.

Representative behaviors

- Readily shares information with the appropriate people in a timely manner
- Analyzes large amounts of information to determine trends, patterns, and connections in data
- Demonstrates great attention to detail
- Takes action to ensure efficient and proper use of resources based on budget data
- Conducts periodic reviews/audits to ensure that compliance procedures are followed
- Assesses what data are needed to make well-informed, accurate business decisions
- Thinks through what is needed to meet goals in terms of people and time frames
- Gathers all information needed to make informed recommendations



JOB MODEL																
Leading		Active Communication		Interpersonal Dynamics		Making Decisions		Solving Problems		Managing Processes		Self-Management				
Leadership Maturity		Influence and Persuasion		Interpersonal Sensitivity		Deliberative Decision Making		Creativity and Innovation		Quality Focus		Composure and Resiliency				
Leadership Communication		Conflict Management		Helpfulness		Decisiveness		Analytical Thinking		Compliance		Generating and Expressing Enthusiasm				
Driving Results		Negotiating		Service Focus		Strategic Thinking		Learning Agility		Response Orientation		Strength of Conviction				
Leading Change		Active Listening		Relationship Building		Organizational Citizenship		Scientific Acumen		Safety Focus		Achievement Motivation and Perseverance				
Managing Innovation		Communicating		Collaboration and Teamwork		Information Seeking		Business Acumen		Process Management		Self-Awareness				
Managing Quality		Instructing		Organizational Savvy						Time Management		Adaptability				
Team Building				Global Mindset						Planning and Priority Setting		Initiating Action				
Coaching and Developing Others										Organizing and Documenting Information		Accountability				
Delegating										Applying Standard Practices		Professionalism				
Fact-Based Management												Continuous Learning				
Strategic Talent Management												Extended Task Focus				
Directing												Comfort with Ambiguity				