

Duties of the CFO and Controller

	CFO	Controller
Accounting		
Assist with Annual Audit	X	X
Pay the AP on time		X
Collect AR		X
Take discounts on AP		X
Issue Bills		X
Calculate Job Costs		X
Reconcile Bank accounts		X
Design Management reports	X	
Prepare Management reports		X
Design Financial Statements	X	
Prepare Financial Statements		X
Review and submit SEC reports	X	
Prepare SEC reports		X
Design and review Policies and Procedures	X	
Maintain Policies and Procedures		X
Design Chart of Accounts	X	
Maintain Chart of Accounts		X
Negotiate Outsourced functions	X	
Maintain Outsourced functions		X
Manage Accounting Department		X
Prepare Budgets and other financial plans	X	
Project cash flows	X	
Review Capital requests	X	
Process Capital requests		X
Process Payroll		X
Implement Best Practices	X	X
Financial Analysis	X	X
Develop Performance Measurements	X	
Maintain Performance Measurements		X
Review Internal Control system	X	
Maintain Internal Control system		X
Finance		
Formulate financial strategy	X	
Formulate tax strategy	X	
Formulate risk management strategy	X	
Negotiate acquisitions	X	
Maintain bank relations	X	
Arrange debt financing	X	
Conduct equity placements	X	
Invest funds	X	
Invest pension plan funds	X	
Issue credit to customers		X
Maintain insurance coverage	X	
Monitor cash balances		X
Maintain investor relations	X	