

CFO

STRATEGY / NEGOTIATE
Driving Business & Strategy

Oversee, Delegate, & Lead

Strategic Plan

Budget
Assumptions

Metric Review

Negotiations

Board of
Directors/Investors

Treasury

Merger & Acquisition

CONTROLLER

ACCOUNTING / FINANCE
Driving Reporting & Compliance

Grow & Develop

Accounting

Operational
Accounting

Monthly
Close
Process

Historical
Reporting

Audit and SEC
Reporting

System and
Operations
Integration

Treasury

Finance

Forecasting
and
Budgeting

Analysis

Key
Performance
Indicators

What is a responsibilities comparison tool? The following is a list of roles/tasks within a typical corporation and who is responsible for each.

How is this tool best used? The goal of this role/task responsibilities comparison is to equip CEOs as they evaluate their staffing needs beyond a controller. This guide will help define roles, set development targets (personal or business), define necessary projects, or identify interim or part-time staffing needs (either one-time or recurring).

	CFO	Controller		CFO	Controller
Monthly Close Process			Audit & SEC Reporting		
Design & Maintain Chart of Accounts.....		X	Internal Controls.....		X
Manage Journal Entries & Account Recs.....		X	Establish & Maintain Auditor Relationship.....	X	
Issue Financial Statements.....		X	Prpore Audit Schedules.....		X
Ensure Compliance with GAAP.....		X	Tax Strategy & Implementation.....	X	X
			Prepare SEC Reports.....		X
			Review & Submit SEC Reports.....	X	
Operational Accounting			Board of Directors/Investors		
Manage Payroll, A/R, A/P.....		X	Prepare Board Reporting.....		X
			Maintain Investor Relations.....	X	
Historical Reporting			Administer Board Committees (comp, audit, etc.).....	X	
Design & Prepare Mgmt. Reporting Package.....		X	Investor Management.....	X	
Metric Review & Action Plans.....	X				
			Merger & Acquisition		
Analysis			Identify M&A Targets.....	X	
Analyze Customer & Product Profitability.....		X	Due Diligence.....		X
Metric Review & Action Plans.....	X		Financial Offer.....	X	
			Negotiations.....	X	
Key Performance Indicators			System & Operations Integration.....		X
Dev. & Prepare Dashboards.....		X			
Metric Review & Action Plans.....	X		Treasury		
			Dev. Banking Relationships.....	X	
Forecasting and Budgeting			Arrange Debt Financing.....	X	
Create Strategic Plans.....	X		Conduct Equity Placements.....	X	
Build Budget Assumptions.....	X		Invest Funds.....	X	X
Create Budget/Forecast Process (accountability, schedule).....		X			
Prepare Budgets & Forecasts.....		X			
Project Cash Flows.....		X			
Review & Approve Capital Requests.....	X				