



# CFO

STRATEGY / NEGOTIATE  
Driving Business & Strategy

Oversee, Delegate, & Lead

Strategic Plan

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Budget  
Assumptions

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Metric Review

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Negotiations

---

Board of  
Directors/Investors

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Treasury

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Merger & Acquisition

# CONTROLLER

ACCOUNTING / FINANCE  
Driving Reporting & Compliance

Grow & Develop

Accounting

Operational  
Accounting

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Monthly  
Close  
Process

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Historical  
Reporting

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Audit and SEC  
Reporting

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System and  
Operations  
Integration

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Treasury

Finance

Forecasting  
and  
Budgeting

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Analysis

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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
<b>Monthly Close Process</b>			<b>Audit &amp; SEC Reporting</b>		
Design & Maintain Chart of Accounts.....		X	Internal Controls.....		X
Manage Journal Entries & Account Recs.....		X	Establish & Maintain Auditor Relationship.....	X	
Issue Financial Statements.....		X	Prppare Audit Schedules.....		X
Ensure Compliance with GAAP.....		X	Tax Strategy & Implementation.....	X	X
			Prepare SEC Reports.....		X
			Review & Submit SEC Reports.....	X	
<b>Operational Accounting</b>			<b>Board of Directors/Investors</b>		
Manage Payroll, A/R, A/P.....		X	Prepare Board Reporting.....		X
			Maintain Investor Relations.....	X	
<b>Historical Reporting</b>			Administer Board Committees (comp, audit, etc.).....	X	
Design & Prepare Mgmt. Reporting Package.....		X	Investor Management.....	X	
Metric Review & Action Plans.....	X				
			<b>Merger &amp; Acquisition</b>		
<b>Analysis</b>			Identify M&A Targets.....	X	
Analyze Customer & Product Profitability.....		X	Due Diligence.....		X
Metric Review & Action Plans.....	X		Financial Offer.....	X	
			Negotiations.....	X	
<b>Key Performance Indicators</b>			System & Operations Integration.....		X
Dev. & Prepare Dashboards.....		X			
Metric Review & Action Plans.....	X		<b>Treasury</b>		
			Dev. Banking Relationships.....	X	
<b>Forecasting and Budgeting</b>			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				