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## Course Information

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**Course Title:** 7 Habits of Effective Controllers#367119

**Number of continuing education credit hours recommended for this course:**

In accordance with the standards of the National Registry of CPE Sponsors CPE credits have been granted based on a 50-minute hour.

**CPA: 1** (All states)

National Registry of CPE Sponsors ID Number: 107615.

Sponsor numbers for states requiring sponsor registration

Florida Division of Certified Public Accountancy: 4761 (Ethics #11467)

Hawaii Board of Accountancy: 14003

New York State Board of Accountancy: 002146

Ohio State Board of Accountancy: M0021

Pennsylvania Board of Accountancy: PX178025

Texas State Board of Accountancy: 009349

### Course Description

The *7 Habits of Effective Controllers* course discusses the top seven tasks that a controller should address in order to be as effective as possible. The suggestions cover a broad range of topics, including how to develop a system for eliminating transaction errors, the alternatives for eliminating reports, and how to point out financial problems to management. The course also notes how these recommendations vary from the contents of a typical controller job description. *7 Habits* is specifically designed for the controller who wants to improve his or her job performance.

**Program Delivery Method:** NASBA QAS Self-Study (interactive)

### Subject Codes/Field of Study

NASBA (CPA): Personal Development

### Course Level, Prerequisites, and Advance Preparation Requirements

Program level: Overview

Prerequisites: None

Advance Preparation: None

## Course Content

Publication/Revision date: 5/16/2019.

Author: Steven M. Bragg, CPA.

Final exam (online): Five questions (multiple-choice).

## Instructions for taking this course

You must complete this course within one year of the date of purchase (if you do not complete the course within one year, contact us to determine whether an updated edition of the course is available, in which case we will provide you with a PDF of the updated course and the online exam at no charge).

A passing grade of at least 70% is required on the final exam for this course. You may retake the exam if you do not pass it on the first attempt (no charge).

Complete the course by following the learning objectives listed below, studying the text, and studying the review questions at the end of each major section (or at the end of the course). Once you have completed studying the course and you are confident that the learning objectives have been met, answer the final exam questions (online).

## Instructions for Taking the Final Exam Online

- Login to your account online at [www.bhfe.com](http://www.bhfe.com).
- Go to "My Account" and view your course.
- Select "Take Exam" for this course and follow instructions.

### Additional Information

- The exam may be started, stopped, then resumed at a later date.
- The exam is "open book," it is not timed, and it may be retaken if not passed on the first attempt (no charge).
- Results (correct, incorrect answers) and certificate appear immediately upon passing the exam.

**Have a question?** Call us at 800-588-7039 or email us at [contact@bhfe.com](mailto:contact@bhfe.com).

## Learning Objectives

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- Recognize the difference between being effective and efficient.
- Describe the issues involved in the adjustment of employee workloads.
- Recognize the positions that may be involved in closing the books.
- Specify the ways in which a controller can influence the cash flows of a business.
- Describe the contents of a controller's job description.

## About the Author

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**Steven Bragg, CPA**, has been the chief financial officer or controller of four companies, as well as a consulting manager at Ernst & Young. He received a master's degree in finance from Bentley College, an MBA from Babson College, and a Bachelor's degree in Economics from the University of Maine. He has been the two-time President of the Colorado Mountain Club, and is an avid alpine skier, mountain biker, and certified master diver. Mr. Bragg resides in Centennial, Colorado. He has written numerous books on accounting, finance, and human resources/personnel.

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## Table of Contents

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<b>Course Information</b> .....	<b>2</b>
<b>Learning Objectives</b> .....	<b>3</b>
<b>About the Author</b> .....	<b>4</b>
<b>Table of Contents</b> .....	<b>5</b>
<b>7 Habits of Effective Controllers</b> .....	<b>1</b>
Introduction.....	1
Habit #1 – Search for Errors .....	2
Habit #2 – Adjust Workloads .....	3
Habit #3 – Eliminate Reports.....	4
Habit #4 – Close the Books Fast.....	5
Habit #5 – Automate Transactions.....	6
Habit #6 – Improve Cash Flows .....	7
Habit #7 – Point Out Financial Problems .....	7
Bonus Habit – Sit at the Management Table .....	9
Comparison of the 7 Habits to the Controller Job Description.....	9
Summary.....	11
Review Questions.....	13
<b>Answers to Review Questions</b> .....	<b>14</b>
<b>Glossary</b> .....	<b>15</b>
<b>Index</b> .....	<b>16</b>