Downloaded from <https://www.velvetjobs.com/job-descriptions/development-controller>

# Example of Development Controller Job Description

Our growing company is searching for experienced candidates for the position of development controller. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for development controller

* Coordinates contracting of goods and services for new development efforts
* Establishes upfront relationship with service provider to ensure contract terms and Company policy is adhered to
* Reviews and processes invoices for new development efforts
* Reviews Travel and entertainment expenses for compliance with Company policy and with the terms of the specific contract
* Where applicable, reviews documentation of meetings conducted by service provider, for compliance with Company policy and FCPA requirements
* Provides accurate, timely and usable reports on new development activities to management team
* Establishes and documents process for engaging service providers
* Establishes documented framework for approving exceptions and expediting contracting for new development efforts
* Coordinates with relevant departments to establish annual budget for new development efforts
* Identifies problem areas and provides proposed solutions to resolve as necessary

## Qualifications for development controller

* Minimum of seven years of real estate development or construction experience
* Must be comfortable being in an individual contributor role
* Experience with Sage Timberline is required
* You have a passion for achievement
* Current student, pursuing an MS in Computer Engineering, Electrical Engineering, or Computer Science and graduating between December 2016 and June 2017
* Must have proficiency in C/C++ and Visual Studio