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# Example of Divisional Controller Job Description

Our growing company is hiring for a divisional controller. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for divisional controller

* Job cost reviews & review of job execution performance
* Providing administrative assistance on both personnel & fleet resource planning, and leading overall administrative support
* Coordination of overall expenditure processes, including but not limited to accurate reporting of payroll and purchase to pay administrative duties
* Working with others on team, ensuring timely customer billings and collection of outstanding customer receivables
* Participation in Division Monthly Operating Review calls as requested
* Working with Divisional Controller to review job cost reports (margins) to highlight areas of concern
* Support or conduct weekly or semi-monthly review of all jobs with the Field staff
* Developing input planning with Divisional personnel for and in preparation of monthly, quarterly and yearly financial forecasts
* Analyze actual divisional results each month to identify operational variances
* Create seasonal product-line profitability financial plans to assist management when determining selling prices when business is being quoted to buyers

## Qualifications for divisional controller

* Develop estimated product costs and related gross profits, by working with design, costing and engineering to optimize such costs
* Create and monitor actuals against budgets for travel, sample purchases and design costs, among other significant costs controllable by the Division
* Monitor company-owned manufacturing plants' performance and efficiency on a weekly basis
* Functions as business partner and decision support for division (~$1B in revenue) leadership team
* Supports the Divisional Senior Vice Presidents in delivering profitable growth
* Identifies problems and value levers and shepherds the business through implementations of solutions/levers