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# Example of Divisional Controller Job Description

Our growing company is looking to fill the role of divisional controller. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for divisional controller

* Assist in the preparation of quarterly and annual statutory statements
* Assist in the preparation of the Audited Financial Statements
* Coordinate the development and submission of client related reporting
* Develops, administers schedules, performance requirements and may have budget responsibilities
* Lead and execute post transactions responsibilities for mergers & acquisitions
* Reviews and posts monthly journal entries for the acquisitions
* Management of the financial and administrative functions which include Accounting, Billing, and Accounts Payable
* Manages activities to ensure the accuracy of division accounting and financial reporting, integrity of the accounting/financial systems and processes and internal control compliance
* Oversee the division's implementation and ongoing compliance with the internal control documentation and the testing requirements of the Sarbanes-Oxley Act of 2002 (section 404)
* Initiates, plans, and implements policies and procedures which define and control activities to meet division accounting and administrative goals and enhance the utilization of human resources

## Qualifications for divisional controller

* Ability to organize and implement processes to meet deadlines
* Minimum 10 years experience in food
* Compliance with group reporting standards and timetables
* Strong financial control through strong business partnering and the management of robust processes and controls
* Strong people management capabilities with an ability to challenge and make decisions
* Team player with genuine enthusiasm to make a contribution to the company and staff