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# Example of Divisional Controller Job Description

Our company is growing rapidly and is looking for a 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

* Participates in and coordinates the preparation of the Annual Operating Budget, Capital Budget, Annual Business Review and Strategic Plan
* Reviews all capital appropriation requests prior to submission for approval to ensure completeness of documentation, compliance with policy and financial justification
* Analyzes and interprets financial information to understand the division’s operating performance relative to established objectives and to identify opportunities for improvement
* Reviews with and provides counsel to division and executive management on all division financial matters
* Develops and maintains effective relationships with other Division departments to facilitate an efficient and effective operation
* Coordinates with internal auditors, external auditors and consultants responses to recommendations and questions relating to the Division
* Acts as a division liaison to Corporate on financial and administrative areas
* Coordinates with operations management the development of products, projects, and contracts to maximize the effectiveness of their integration into new or existing systems
* Participates in meetings with customers as necessary and responds on various topics such as payment plans/terms, and other specific topics
* Provides to Corporate, in a timely fashion, all information required for normal processing of financial and administrative data and any special requirements or projects

## Qualifications for divisional controller

* Down to earth, hands on pragmatic individual
* Strong Excel skills (knowledge of macros is not required)
* Broker/Dealer Financial and Operations Principal (FinOp) experience preferred
* Knowledge of financial consolidation tools
* Life insurance (reinsurance) experience, including statutory and GAAP financial reporting
* Statutory Blue Book and Green Book experience