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# Example of Project Controller Job Description

Our innovative and growing company is looking to fill the role of project controller. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for project controller

* Ensure lien waivers are received from contractors and subcontractors for all capital project payments
* Review and reconcile data in the Timberline job cost system to the PeopleSoft general ledger and make required journal entries ensuring accuracy and adherence to established accounting policies and procedures
* Track performance of construction projects analyzing and reporting on budget versus actual performance with analysis and research into significant budget variances
* Provide reporting to Senior Management various departments impacted by the construction/capital projects
* Lead the close-out process to move completed projects out of CIP and place into service
* Manage the annual capital budgeting process for all business segments
* Primary point of contact for US Regulatory related program expenditures
* Formalize framework to enable transparency across current, planned and forecasted spend of $200mm plus program
* Establish process for granular traceability from aggregate project spends to discrete deliverables
* Challenge, review and analysis of major program expenditures and contingencies, across divisions, for purposes of detailed reporting to executive summary

## Qualifications for project controller

* Financial professional with solid accounting background (bachelor or similar)
* Above three years' working experience
* Bachelor's degree, ACCA or CPA will be a plus
* Major in Financial Accounting or Industry Engineering is preferred
* Automotive industry background is preferred
* Proficient in written and oral English, Integrity, logical thinking, communication skills, pressure management skills, moderate knowledge in electronics and mechanical engineering, acute economic sense