



# Example of Division Controller Job Description

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Our growing company is searching for experienced candidates for the position of division 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 division controller

- Partner with tax team to ensure federal and local statutory filing requirements are met
- Partner with treasury team to forecast cash sources & uses and ensure liquidity needs are met
- Producing project monthly progress reports/other reporting requirements as required
- Analyze variances at the plant level vs
- Ensure accuracy of data across multiple financial and operational systems
- Partner with leadership teams in the development of projects that improve standardization and productivity
- Manages and oversees the quality and accuracy of functional transactional accounting processes and procedures including, but not limited to, billing, cash receipts, capital expenditures, invoices, purchase orders, accounts payable, and related activities
- Produces and provides regular reports
- Assists in the roll-out and implementation of new IT systems and/or process that are related to the function's financial operations
- Responsible for preparation of the annual budget for commercial departments, including creating budget models and incorporating changes in assumptions and business strategies

## Qualifications for division controller

- Consumer products, retail, manufacturing or distribution industries preferred
- Ability to multi-task and complete a variety of tasks in a timely and accurate manner
- Minimum 3/5 years experience preferably with a first R&D or Program controlling experience
- Ability to dealing with ambiguity and managerial courage
- Autonomy and problem solving skills