

Position Description

Financial Controller

Date: 7/14/2023

Classification: Exempt

Reports To: General Manager

Position Purpose: To provide leadership and direction to all areas of corporate financial management that pushes the organization's culture to high-performance status. Responsible for the direction of the finance team in the preparation of financial reports, analysis of organizational financial position, operating activities, and revenue and expense oversight. Directs the organization's issuance of credit by establishing credit-rating criteria, searches and executes opportunities to control and reduce cost and oversees the accounting, audit, and budget functions.

Organization Relationships: This position reports to the General Manager and will interact on a regular basis with the leadership team. This position works cooperatively with all organization staff.

Principal Accountabilities/Essential Functions:

- Lead and manage development of annual operating budget. Prepare and present for approval, an annual budget, financial and business plans, investment memorandum and other financial and business-related documents are required from time to time.
- Develop department monthly reporting process to understand variances and countermeasures.
- Develop and manage proper accounting and control processes that meet annual audit requirements.
- Prepare and review financial statements including journal entries, accounts, inventory reconciliation, fixed asset management, management reports, and other as needed.
- Participate in corporate executive meetings and strategy sessions, including review and approval of policy changes, business and strategic planning, departmental planning, discussion and resolution of corporate issues.
- Prepare and review corporate audit, including account reconciliations and tax provisions.
- Compile data from a wide variety of sources for the purpose of analyzing issues, ensuring compliance with organization policy and procedures.
- Maintain a working relationship and to develop relationships with banks, financial institutions, and capital markets with the goal of securing funds necessary for the operations of the organization.
- Maintain current knowledge of organizational policies and procedures, federal and state policies and directives and current accounting standards.
- Supervise and provide work direction for the Accounting Department.
- Communicate with staff regularly to provide guidance and skill development.
- Conduct regular employee reviews that encourage growth, learning, and performance improvements.
- Support staff in their job responsibilities, know and understand their job responsibilities, and be available for guidance as needed.

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- Continuously evaluate and improve systems and processes to ensure efficiency.
- Attract and retain high quality staff providing training, assessing strengths and development needs and providing timely and specific feedback and helpful coaching.
- On-site requirement is essential for the on-boarding of this position.
- Performing all other duties as assigned.

Qualifications:

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to pass a Criminal Background Check and Drug Screen.
- Current driver's license along with a good driving record and valid insurance, if applicable.

Education and Experience:

- Minimum of a bachelor's degree in business administration or accounting.
- Master's degree is a plus. Masters in business administration (MBA) or Financial Management.
- Minimum of ten years' experience in the areas of financial leadership, statement preparation, budgeting, financial analysis, and cash and credit management.
- Minimum of three years of prior supervisory experience.
- Expertise in computerized automated financial management systems including prior experience with implementation, training, report generation and system upgrades.
- Excellent working knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards (GASB) with demonstration of developing and establishing financial policies and procedures and JSOX.
- Preference given to candidates with prior accounting experience within a manufacturing environment including inventory.

Language Skills:

- Outstanding ability to effectively present information and respond to questions from internal and external stakeholders which includes executives, program staff, managers and external vendors.
- Excellent oral, written, interpersonal and communication skills that solicit buy in and understanding from targeted audience.
- Ability to use personal computer and standard business and other work-related software with minimal instruction and share knowledge with staff.
- Ability to read, analyze, and interpret professional journals, reports, governmental regulations and other accounting and financial related materials.

Mathematical Ability:

- Knowledge of arithmetic, algebra, statistics, and their applications.
- Advanced knowledge of economic, financial and accounting principles and practices, budget, financial analysis and banking processes and the reporting of financial data.
- Current working knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, budgeting, production methods, and coordination of people and resources.
- Ability to effectively present financial information and respond to questions from internal and external stakeholders which includes executives, bankers, insurance providers, auditors, management and regulatory agencies.

Mental Essential Functions and Reasoning Ability

- Excellent leadership, team-building abilities with the capability of providing feedback in a constructive manner.
- Outstanding time management, stress management, decision making and organizational skills.
- Excellent analytical, research, deductive reasoning, and decision-making abilities with a high degree of attention to detail.
- Ability to work and prioritize independently with the capacity to collaborate with others.
- Manage multiple and varied projects simultaneously with minimal supervision while maintaining attention to detail.
- Demonstrated ability to learn and apply newly acquired feedback, skills, and knowledge.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing these duties the person is regularly required to successfully demonstrate the ability to write and use a computer and operate electronic devices.
- Ability to drive a car and travel to worksites. Employee will be reimbursed mileage according to corporate reimbursement schedule if using a personal vehicle.
- Work environment is office and manufacturing. Proper PPE is required in the manufacturing area.
- Reasonable accommodation will be made as needed to assure staff is safe. Assistance will be provided if an employee is unable to complete a task.

I acknowledge that I have received a copy of the above position description and have reviewed and understood it.

Staff Signature

Date

Staff Printed Name

Date

Supervisor Signature

Date

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.