

# Chief Financial Officer

Reports to CEO

## Job Description

The **Chief Financial Officer** will be a key asset to the senior leadership team by developing and implementing people and process improvements enabling the company to continue to grow while delivering quality products to their clients. This position will assume a strategic role in the overall management of the company.

The **Chief Financial Officer** will develop financial well-being of the organization by overseeing financial projections and accounting services; preparing growth plans; and directing staff. Duties will include, but are not limited to, the following:

## RESPONSIBILITIES

- The Chief Financial Officer will have direct responsibility for planning, implementing, managing and controlling all financial-related activities of the company.
- Direct and oversee all aspects of the Human Resources, Purchasing/Logistics, IT, Finance, and Accounting, and Operations Planning functions of the organization.
- Prepare reports to summarize and forecast company business activity and financial position in areas of income, expenses, and earnings based on past, present, and expected operations.
- Provide and direct procedures and systems necessary to maintain proper records and to afford adequate accounting controls and services.
- Participate in acquisitions and business expansions.
- Advise from a financial perspective on any contracts and business engagements that the company may engage in.
- Provide analysis and recommendations on corporate financial implications compared to other strategic alternatives including alternative capital allocation options and corporate investments.
- Ensure adherence to finance and risk requirements and risk management.
- Hands-on leader for developing, implementing, and maintaining a comprehensive system for monitoring insurance, payroll, and benefits.
- Appraise the organization's financial position and issue periodic financial and operating reports. Evaluate functional areas for process improvement.
- Work with the leadership team in the strategic planning process.
- Provide support with company legal matters.
- Direct and coordinate the establishment of budget programs for major projects.
- The Chief Financial Officer will manage and lead a team including hiring qualified personnel, training, providing direction, giving frequent performance-related feedback and monitoring results.
- Work on special projects as needed.

## Job Requirements

### EXPERIENCE REQUIRED

- The Chief Financial Officer will have 10+ years' progressive experience. Manufacturing industry experience required.
- Demonstrated leadership strength and process improvement skills.

- Knowledge of GAAP accounting, financial statements, budgeting and forecasting, tax planning, auditing, and internal controls.
- Excellent communication skills, both verbal and written and the ability to work effectively with all levels of an organization.
- Strong computer skills including Microsoft Office products.
- The Chief Financial Officer will have a Bachelor's degree in Accounting or Finance. MBA a plus.
- CPA strongly desired.

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