



*Embracing Change – Today's **Vision**
Devoted to the Legacy – Yesterday's **Values***

Job Description

Position Title: Controller
Date Available: 5/7/24 REV. B
Position Reports to: CEO / Owner(s)
FLSA Status: Exempt
Reporting Staff: Accounting Assistant / HR

Job Purpose: This senior level position directs and manages the financial aspects of the company, has direct responsibility for establishing accounting, purchasing, and related financial policies, to include budgeting, forecasting, inventory oversight and functional financial reporting as well as assuring their implementation and effectiveness. The Controller not only reviews post-activity performance results, but also proactively collaborates with plant management to analyze and optimize manufacturing processes, identify trends and cost-reduction opportunities, and actively leads Continuous Improvement actions to reduce risk and implement changes to enhance profitability.

Accountabilities to ensure Customer Satisfaction and Company Profits by:

- Maintain financial security by following internal controls, protocol and utmost confidentiality
- Provide timely and accurate financial reports and financial trends to FZE Leadership and Owners
- Budgeting, job/lot/over-all profitability analysis and confirmation of the company's performance
- Champion the company's financial / operational plans and programs as a strategic partner with the President/CEO and owners in establishing long range business plans.
- Oversee/proactively manage purchasing and P&L as well as Balance Sheet items such as cash, accounts receivable, inventory, fixed assets, accounts payable, accruals and scheduled debt.
- Establish and maintain proper internal controls and accounting policies in accordance with GAAP
- Provide strategic input on pricing decisions for purchasing, sales and any potential contracts
- Provide strategic input and oversee employee compensation programs to include; employee benefits, training, HR, interviewing, testing, on-boarding and retirement programs.
- Assist in maintaining strong relationships with bankers, accounting firms, insurance agents / brokers and employee benefit providers.
- Manage financial and governmental regulatory compliance as well as company insurance plans.
- Assist President/CEO and owners with analysis / evaluation of potential business acquisitions.
- Practice courteous and professional skills when dealing with customers, suppliers and staff
- Assist in managing over-all manufacturing costs of scrap/rework (<.75% of sales)
- Assist in the interviewing/overseeing new employees On-The-Job-Training and performance
- Assist in Championing FZE Apprenticeship Program oversight and management of it
- Maintain & comply with company SAFETY POLICIES, ISO, OSHA, EEO, EPA & ADA
- Participate / present in staff and company meetings as needed
- Promote positive company morale with a neat, clean, orderly and organized work environment
- Cross Training and Knowledge Sharing throughout the Organization
- Assist with Sales, supplier/customer visits, evaluations and additional duties as needed / required

Physical Requirements of the position:

Flexible Full Time Work Schedule: 8 to 12 hour shift duration, 40+ hours/week as needed
Standing/Walking/Sitting for Computer Work: up to 3/4 of the time
Talking/Listening/Problem Solving/Use of Hands & Reach with arms: up to 1/4 of the time
Stoop/Kneel/Climb/Balance or Lifting and Exerting Force: occasionally as needed up to 50 lbs

Senses Required:

Good close vision to focus clearly and see fine details on parts, computer screens and/or reports
Adequate hand-eye coordination as required to efficiently inspect parts and/or work on computers
Ability to speak, write, understand, communicate and present in English fluently
Ability to feel vibrations, smell excess heat and/or fire caused by machines or cutting tools

Mental Requirements:

Strong reasoning ability (“LOGIC & COMMON SENSE”) to efficiently resolve difficulties
Excellent verbal and written communication skills
Proficient computer and electronic device skills – ERP/MRP System, Email, Excel, etc.
Strong attention to detail including housekeeping and organizational skills
Autonomous self-directed, self-starter with the ability to multi-task in a fast paced environment

Other Requirements:

Ability to safely operate factory equipment such as forklifts, cranes or hand tools (optional)
Valid vehicular operator’s license and safe driving record required
Flexible Schedule: Early morning, late evening, night or weekend hours as required
Must be “ALERT” and able to respond quickly and appropriately to changing manufacturing conditions that arise to correct situations with employees / Exposure to manufacturing noises

Requirements (preferred):

- Bachelors Degree with major in Finance and/or Accounting. MBA, CPA or CMA a plus
- 10 years in leadership role responsible for GL and internal controls, cost accounting, finance analyst functions, pricing strategies and governmental regulatory and tax compliance.
- Critical thinking skills and proactive manufacturing financial problem prevention skills
- Proficient computer skills with ERP Systems, MS Office Suite; Excel, Word, Outlook, etc.

The preceding essential functions are not intended to be an all inclusive list of tasks and/or functions for this position. Other tasks and functions may be assigned as needed to fulfill the business needs of FZE Manufacturing Solutions, LLC.

This JOB DESCRIPTION does not constitute an express or implied contract of employment and except as otherwise provided by law, all employment is “at-will.” The Employee or Employer may terminate employment at any time, with or without cause. The Employer reserves the unilateral right to change, withdraw or add to this Job Description at any time, however reasonable accommodations may be considered as required and/or requested.

I have reviewed and understand this Job Description. I believe it to be accurate and complete. I can successfully fulfill the duties and tasks described above.

Signed:

Employee **Date**

Supervisor **Date**