

# Job Description

**Position: Controller / Human Resources Director**

**Date Available: Immediate**

**Company Description: De Pere Foundry (DPF) specializes in producing low lot quantity gray and ductile iron castings. Located in De Pere, WI, DPF has been in business for over 60 years. In 2011 DPF became a 100 percent employee-owned company. We have an excellent employee base with many years of foundry experience who work well together as a team. DPF has a strong customer base who service a wide variety of industries.**

**Job Purpose: This senior level position directs and manages all financial and human resource aspects of the company. Financial responsibilities include Functional financial reporting, forecasting, inventory oversight, and cost accounting. The Controller reviews post activity performance results and proactively works with plant management to analyze and optimize manufacturing processes, identify trends and cost reduction opportunities. This position also negotiates and manages all employee benefit programs to ensure employee satisfaction and compliance with all regulations.**

## **Accountabilities:**

**Champion the company's financial / operational plans and programs and act as a Strategic partner with the President, Leadership Team and BOD in establishing and implementing long term Business Plans**

**Oversee and proactively manage all aspects of the P&L, and Balance Sheet items including Cash, A/R, Inventories, Fixed Assets, Accounts Payable, Accruals, and Debt.**

**Maintain good cost accounting practices to ensure parts are priced appropriately.**

**Provide timely financial reports and reviews to Leadership and BOD.**

**Develop, implement and maintain all financial controls in accordance with GAAP and all governmental regulations and tax compliance.**

**Oversee and maintain all aspects of Human Resources including: Employee Compensation, Benefit Programs, Employee Hiring and Retention, Safety Training and Recordkeeping.**

**Maintain strong relationships with trustees, bankers, accounting firms, insurance agents/brokers, legal counsel, and all employee benefit providers.**

**Negotiate and manage all aspects of P&C insurance programs**

**Desired Skills:**

**Bachelor's Degree in Accounting**

**5 or more years as a senior level accountant or finance manager**

**Experience with Managing Human Resource benefit programs**

**Strong communicator who is willing to wear many hats and contribute as a team member as needed**

**Skilled Financial Analyst who has the ability to understand manufacturing processes and financial impacts.**