

Financial Controller

FLSA Designation: Exempt

Revised: September 11, 2024

Job Title: Financial Controller

FLSA Status: Exempt

Department: Office

Reports To: General Manager

Position Description:

The Financial Controller is a key financial and operational leader, responsible for overseeing the financial operations and ensuring smooth office functions. This role involves managing financial reporting, month-end close processes, and tax reporting coordination.

Additionally, the Financial Controller will oversee the order entry, accounts payable, and accounts receivable functions, and manage general office operations to support both internal and external customers effectively. The Financial Controller will ensure compliance with accounting standards, provide strategic financial insights, and drive continuous improvements across financial and logistical processes.

Company-Wide Expectations

Quality – Examine and improve processes related to job responsibilities.

Initiative – Fulfill responsibilities on time according to expectations of department/company. Be flexible and complete necessary tasks beyond initial instructions.

Team Work – Work effectively within a team to accomplish department/company goals. Respect other Team Members' needs and individual contributions.

Customer Service – Foster harmonious and mutually beneficial relationships with both the internal and external customers.

Essential Duties and Responsibilities: The following duties are essential. Other duties assigned as needed:

- **Financial Management:**
 - Manage and optimize the month-end close process, ensuring all financial reports are accurate and comply with GAAP.
 - Prepare and review monthly financial statements, debt covenant reports, and annual audited financial statements.
 - Stay current with evolving accounting standards, ensuring adherence and providing guidance on necessary adjustments.
- **Tax Reporting Coordination:**
 - Act as the primary liaison with external CPA firms for tax filings and compliance.
 - Ensure all tax-related activities and documentation are accurate and efficient.
- **Treasury and Financial Operations:**
 - Oversee the treasury management, ensuring optimal cash flow and investment strategies.
 - Supervise accounts payable, ensuring timely and accurate financial transactions.
 - Oversee the order entry function to ensure accuracy and efficiency.
 - Manage the accounts receivable process, ensuring timely invoicing and collection of payments.
- **Process Improvement and Special Projects:**
 - Lead initiatives to improve the efficiency and effectiveness of financial and logistical processes.
 - Participate in special projects, including new system implementations and ad-hoc financial analyses, providing strategic support to senior management.
- **Balance Sheet and General Ledger Oversight:**
 - Ensure the integrity and accuracy of the general ledger and manage balance sheet accounts, maintaining strong controls and proper documentation.
 - Review and approve journal entries, financial reports, and analyses to ensure accuracy and compliance.
- **Office and Logistical Management:**
 - Oversee the general office operations to ensure efficient support of all business functions.
 - Manage the maintenance and development of the company's computer systems, ensuring minimal downtime and efficient recovery from unplanned issues.

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- Ensure that the production management and software systems are maintained and functional to support on-time order completion and quality assurance.
- **Financial Analysis and Strategic Planning:**
 - Conduct financial modeling and profitability analysis to identify opportunities for growth and improvement.
 - Collaborate with operational teams to analyze and optimize processes, identify cost-saving opportunities, and drive profitability.
- **Risk Management and Compliance:**
 - Assess and manage risks related to financial and operational activities, implementing appropriate mitigation strategies.
 - Ensure compliance with all relevant regulations and corporate policies.

Education and Experience:

- Bachelor's degree in Accounting, Finance, or a related field.
- CPA or CMA certification required.
- 5 or more years in accounting/finance, preferably in manufacturing.
- Experience in managing financial operations with a strong grasp of GAAP and operational finance.
- Experience in office management and financial data processing is highly desirable.

Skills and Attributes:

- Strong leadership capabilities with an emphasis on proactive management and process improvement.
- Excellent analytical and problem-solving skills, with the ability to conduct in-depth financial analysis.
- Highly organized with ability to manage multiple projects and deadlines in a fast-paced environment.
- Proficiency in Microsoft Excel, including advanced features such as macros, pivot tables, and v-lookup.
- Strong communication skills, with the ability to collaborate effectively across the organization.
- Strong interpersonal skills, capable of fostering positive relationships with internal and external customers.
- A results-oriented mindset, committed to achieving company objectives through innovation and continuous improvement.
- High level of integrity and discretion in handling confidential financial information.
- Attention to detail and quality work output.

Physical Demands:

While performing the duties of this job, the team member is regularly required to stand, walk, sit, use hands to handle, feel, and operate equipment; talk and hear. The team member may infrequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close and far vision.

Work Environment:

The noise level in the work environment is usually quiet.