

Director of Finance

Department: Finance

FLSA Status: Exempt

Reports to: President & CEO

Date: April 15, 2022

POSITION SUMMARY:

The Director of Finance is responsible for directing the fiscal functions of the corporation in accordance with generally accepted accounting principles issued by the Financial Accounting Standards Board and other regulatory and advisory organizations and in accordance with financial management techniques and practices appropriate within the manufacturing industry.

ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Conduct activities in a safe manner, follow corporate safety guidelines and requirements, use personal protective equipment and proactively address any unsafe conditions observed. Maintain housekeeping and safety compliance, inspection ready at all times
- Plan, develop, organize, implement, direct and evaluate the organization's fiscal function and performance
- Participate in the development of the corporation's plans and programs as a strategic partner
- Evaluate and advise on the impact of long range planning, introduction of new programs/strategies and regulatory action
- Develop credibility for the finance group by providing timely and accurate analysis of budgets, financial reports and financial trends in order to assist the President and other senior executives in performing their responsibilities
- Enhance and/or develop, implement and enforce policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the corporation
- Provide technical financial advice and knowledge to others within the financial discipline
- Continual improvement of the budgeting process through education of department managers on financial issues impacting department budgets
- Provide strategic financial input and leadership on decision making issues affecting the organization; i.e., evaluation of potential alliances acquisitions and/or mergers and pension funds and investments
- Optimize the handling of bank and deposit relationships and initiate appropriate strategies to enhance cash position
- Develop a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs
- Be an advisor from the financial perspective on any contracts into which the corporation may enter
- Evaluate the finance division structure and team plan for continual improvement of the efficiency and effectiveness of the group as well as provide individuals with professional and personal growth with emphasis on opportunities (where possible) of individuals
- Manage and implement technology to support the organizational goals.
- Staying abreast of emerging technologies that can improve IT department performance and increase company profits.
- Other assignments as made by management

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QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks.

- Background in manufacturing and a business which carries a significant inventory
- Successful experience / expertise in banking relationships
- Proactively work to improve the financial success of the company
- Dedicated. Views personal success as tied to company success
- Must be able to express him/herself to a group with confidence, and able to handle challenges or confrontation when it occurs
- Intelligent, forward, and strategic-thinker
- Detail oriented; Ethical
- Understands a business which includes manufacturing, allocations, inventories, commodity markets, etc. Any experience in the lumber, wood products, or distribution business would be a plus
- Teamwork: Can work in group or alone; oriented towards the good of the whole. Contain ability to build rapport and good working relationship with co-workers

EDUCATION/EXPERIENCE:

- Bachelor's degree required
- MBA or CPA preferred
- 10+ years of related experience and/or training

KNOWLEDGE AND SKILLS REQUIRED:

- Proven experience dealing with confidential information
- Demonstrated ability to handle multiple tasks and situations in a fast-paced setting
- Knowledge of Microsoft Office and with HRIS systems and internet
- Effective verbal, written and listening skills
- Ability to travel as required of position

SUPERVISORY RESPONSIBILITY:

This position manages 3 reports (Accounting Manager, Cost Accounting Manager, and IT Manager) and one in-direct report (Accounts Payable).

PHYSICAL REQUIREMENTS:

To accomplish the essential functions of the position, one must be physically able to operate or work with computers, calculators, reference books, computer software applications, phones and other standard office equipment. The physical activities of the position include talking, reaching, grasping, light lifting, bending, squatting, and other repetitive motions

WORKING CONDITIONS:

- Work is considered sedentary and performed mainly in a pleasant office environment with rare exposure to environmental factors
- Minimal safety hazards with general office working conditions