

JOB DESCRIPTION

Job Title: Vice President of Finance
Department: Finance
Reports to: CFO
Employment Type: Full-Time
FLSA: Exempt

SUMMARY: The Vice President of Finance will be responsible for developing and directing all financial reporting and forecasting in a high growth environment. The Vice President of Finance responsibilities include overseeing finance, accounting & treasury operations of all business entities, gathering and analyzing financial data and preparing financial reports. Ultimately, the VP will work directly with the Executive team to ensure our operations remain on track to hit our target goals.

ESSENTIAL FUNCTIONS and RESPONSIBILITIES:

- Serve as a financial advisor to the CFO and executive team for strategic planning purposes
- Oversee all sides of accounting operations, including payables, receivables, payroll, and tax preparation
- Lead annual audit of consolidated financial reports ensuring compliance with GAAP and improvements in internal controls
- Develop appropriate tracking methods for revenue and expenses.
- Upgrade and implement an appropriate system of policies, internal controls, accounting standards, and procedures.
- Oversee development, oversight, and management of the organization's capital investment plan
- Lead and manage the budgeting and forecasting process
- Gather financial data for analysis and forecasting with respect to consolidated and customer profit margins, trends, costs, and compliance
- Coordinate the timely preparation of annual, quarterly, and monthly reports
- Manage insurance coverage for the organization, including compliance
- Represent the Finance department in cross-sectional initiatives and communications
- Ensure the company complies with tax laws and regulations specific to the industry

EDUCATION/EXPERIENCE:

- Proven work experience as a VP of Finance or similar role
- Experience in manufacturing & distribution environments is a plus
- Proven track record of success facilitating progressive organizational change and development within a growing organization
- In-depth knowledge of financial benchmarking, accounting, audit and tax compliance and other regulatory matters
- Cash flow forecasting and management experience
- Adept in fiscal management principles and processes, including resource management and needs assessment
- CPA preferred
- ERP implementation experience required and experience with BatchMaster ERP is a plus
- Experience in M&A integration desirable.
- A bachelor's degree in finance or accounting

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SKILLS AND KNOWLEDGE:

- Self-reliant, good problem solver, results oriented Excellent judgment and creative problem-solving skills including negotiation and conflict resolution skills
- Strong mentoring, coaching experience to a team with diverse levels of expertise
- Superior management skills; ability to influence and engage direct and indirect reports and peers
- Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact both strategic and tactical finance and administration initiatives. Critical thinking
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively

TRAVEL

The position may require occasional travel to business entities.

The statements contained in this document are intended to describe the general nature and level of work being performed by an employee assigned to this description. They are not intended to constitute a comprehensive list of functions, duties, or local variances. Management retains the discretion to add or to change the duties of the position at any time.