

# Job Description

## CFO / VP of Finance

(Company name) is seeking a seasoned professional to manage all financial activities of the company in support of the expansion of the overall business. Founded in \_\_\_\_\_, (company name) is a leading (company, industry, and coverage / scope description). The ideal candidate will be a degreed accountant that is experienced in both corporate and operational accounting at the leadership level.

### Responsibilities:

This position reports directly to the President and CEO and will be an integral part of the senior leadership team. This person will be responsible for the overall financial guidance, health, and compliance of the business. Specific responsibilities will include:

- Guidance of the senior leadership team regarding the financial impacts and implications surrounding current operational performance as well as future strategic planning and implementation opportunities.
- Completion of accurate & timely monthly financial statements, including in –depth financial analysis of variances, trends, and opportunities to improve overall profitability.
- Management of general accounting, credit management, and product costing in line with GAP.
- Management of cash flow as well as bank and investor relations to enable the business to perform on plan as well as minimize leverage expense.
- Coordinate and finalize the annual budgeting process with the company’s management team.
- Establish financial policies, procedures and internal controls to safeguard company assets.
- Lead the selection and implementation of new software systems and processes to support operational needs.
- Evaluate all major investments planned as well as large customer quotations.
- Maintain necessary communications with financial institutions.
- Provide the overall leadership, development and needed expansion of the accounting team.

### Education, experience, skill requirements, and performance characteristics:

- **Must have education, experience and skills**
  - Bachelor’s degree in accounting
  - Five or more years of CFO or Controller level experience in an applicable industry / environment with proven impact.
  - Application software skills, including proven experience in the implementation of new systems and processes.
  - Strong experience in product costing as well as bank / lending institution relationship management.
  - Proven experienced building and leading high performance financial teams.
  - Skilled in the evaluation of proposed investments / projects.
  - Proven ability raising equity and non-dilutive capital.

- **Like to have education, experience and skills**
  - CPA or CMA designation, or working toward certification.
  - Experienced in coaching finance to non-financial managers.
  - Experienced in HR, risk management and treasury functions.
  - Advanced computer application skills as well as ERP implementation.
- **Characteristics:**
  - Highly motivated individual to lead a growing company to the next level.
  - Outstanding communication skills, both verbal and writing.
  - Ability to relate to all personnel across functional lines.
  - Highest standards of integrity and business ethics.
- **General:** This person must have the qualities needed to assume a position as one of the top leaders in the business. Person must be able to adapt to the company's culture and bring a mature leadership presence in the process. This individual must at all times represent the company favorably to other individuals, organizations, shareholders, and the local community.

**Compensation:**

- Competitive salary and incentive plan
- Medical and dental insurance
- 401k with company match
- Paid holidays and vacation