**Position: Director of Finance & Controlling**

**Work Hours**: 40

**Description: Key employee responsible for financial decision making and analysis**

**Reports To: CEO**

**Responsibilities:**

* Prepare monthly financial statements
* Key user and primary contact person for SAP finance, accounting, inventory, asset and reporting modules
* Manage monthly closing
* Prepare annual budgets and personnel planning
* Conduct variance analysis of manufacturing operations
* Provide support and recommendations for continuous improvement based on managerial and cost accounting results
* Manage cash and budgets
* Manage inventory control
* Manage fixed asset accounting operations and depreciation calculations
* Manage daily operations of Accounts Payable and Accounts Receivable Departments
* Provide project support and analysis as needed
* Supports decision making processes with competent in-depth analysis
* Responsible for Annual Financial and Tax audits including tax filing
* Responsible for compliance with ERISA, IRS, Census and other regulatory and reporting agencies

**Typical Physical Demands:** none

**Location:** Dudley, MA

**Training Required:**

\*Thorough SAP Experience Required

Job Training according to the current Training Plan

Training to continually improve as needed

General Safety Training, GMP Training & OSHA Requirement

CMA/CPA, MBA preferred

**This individual will be required to perform other duties as requested, directed or assigned.**

**Note:**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Received and understood by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Name

Employee’s Signature Date

Team Leader/Manager Name (please print)

By signing below, I am indicating that the above employee is performing the basic functions of the job description above to my satisfaction.

Team Leader/Manager Signature Date

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.