



## JOB DESCRIPTION

**Job Title:** Chief Financial Officer

**Facility:** Brooklyn Park

**Department:** Administration

**Reports to:** President/CEO

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### SUMMARY

Accountable for the administrative, financial and risk management operations of the company, which includes the development of a financial and operational strategy, metrics tied to that strategy and the ongoing development and monitoring of control systems designed to preserve company assets and report accurate financial results. Oversees the company's Human Resource function. Will be directly involved in acquisition activities as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to the following. Other duties may be assigned as needed.

### Planning

- Assist in formulating the company's future direction and supporting tactical initiatives.
- Monitor and direct the implementation of strategic business plans.
- Develop financial and tax strategies.
- Manage the capital request and budgeting processes.
- Develop performance measures that support the company's strategic direction.

### Operations

- Participate in key decisions as a member of the executive management team.
- Maintain in-depth relations with all members of the management team.
- Manage the accounting, human resources, legal, tax, and treasury departments.
- Oversee the financial operations of subsidiary companies.
- Manage any third parties to which functions have been outsourced.
- Oversee the company's transaction processing systems.
- Implement operational best practices.
- Oversee employee benefit plans, with particular emphasis on maximizing a cost-effective benefits package.
- Supervise acquisition due diligence and negotiate acquisitions.

### Financial Information

- Oversee the issuance of financial information.
- Report financial results to the board of directors.

### Risk Management

- Understand and mitigate key elements of the company's risk profile.
- Monitor all open legal issues involving the company, and legal issues affecting the industry.
- Construct and monitor reliable control systems.
- Maintain appropriate insurance coverage.
- Ensure that the company complies with all legal and regulatory requirements.
- Ensure that record keeping meets the requirements of auditors and government agencies.
- Maintain relations with external auditors and investigate their findings and recommendations.

**Funding**

- Monitor cash balances and cash forecasts.
- Arrange for debt and equity financing.
- Invest funds.
- Invest pension funds.

**Third Parties**

- Participate in conference calls with the investment community.
- Maintain banking relationships.
- Represent the company with investment bankers and investors.

**QUALIFICATIONS**

- Bachelor's degree or equivalent in finance or accounting (MBA or Masters in Accountancy is a plus).
- Experience in acquisitions.
- 10-15 years of progressive financial experience including 5 years in a senior management position.
- Minimum 5 years in a manufacturing environment.
- Strong analytics/benchmarking experience.
- Excellent communication (Verbal and Written) and interpersonal skills.