

0297 - CONTROLLER – U.S. AutoForce

REPORTS TO: VP of Finance

DIRECT REPORTS: Accounting and Administrative Staff

JOB SUMMARY: Manages the accounting staff and financial areas of U.S. AutoForce. Interacts with and advises the management team, sales, and operations managers on the financial impact of operational decisions. Prepare and analyze reports and statistics reflecting earnings, profits, cash balances, and other financial results and makes recommendations to improve financial results. Formulate and administer approved accounting practices throughout the division to ensure that financial and operating reports accurately reflect the condition of the business and provide reliable information necessary to control operations. Measures performance against business plans and budgets, interprets data and makes recommendations for operational improvements and increasing division profitability.

KEY SELECTION CRITERIA - Desired minimum qualification includes:

- 4-year accounting degree, Master's degree preferred
- Master's degree and/or CPA
- Minimum 10 years of broad accounting and managerial experience
- Proven leader with high professional ethics and unquestionable integrity
- Good decision maker who is well organized and can prioritize and plan ahead
- Excellent communicator and listener who is assertive yet personable and flexible
- Advanced knowledge of information technology
- Supervisory skills and demonstrated ability to work with a diverse organization where group interaction, communication, and human relations are critical
- Above average scanning accuracy and attention to detail
- Advanced knowledge of computer spreadsheets and accounting systems and a desire to find ways to use technology to accomplish business objectives
- An excellent problem solver who can investigate an issue, find the cause, make necessary corrections and formulate/communicate new policies if necessary

ESSENTIAL JOB FUNCTIONS:

- Develop, implement, and maintain accounting systems and procedures necessary to promote profitable operations, safeguard company assets and ensure compliance with both GAAP and applicable regulations
- Supervise and help prepare timely and accurate monthly financial statements, monthly reporting package and BOD materials
- Lead regional warehouse financial review meetings with finance, sales and operations where both key warehouse KPI's as well as warehouse profitability are analyzed
- Lead the forecasting and budgeting process and participate as divisional lead in implementation of a corporate performance management solution
- Oversee all divisional requirements for the annual audit and assist with preparation of audit documents
- Analyze financial data to make recommendations to drive profitable growth
- Participate in due diligence for potential acquisitions, prepare purchase accounting for acquired businesses and lead integration of finance functions for all acquisitions
- Collaborate with operations and department managers to identify and/or provide support to planning and growth initiatives through financial analysis, reports and recommendations
- Ensure necessary internal controls are in place and functioning as designed as outlined in the Internal Control Framework.

- Identify and implement solutions to transform finance function from highly transactional to more analytical through leveraging of technology
- Hire, train, develop, and evaluate direct reports

STANDARD CORPORATE FUNCTIONS:

- Live company vision & values
- Actively participate in FABW (Finding a Better Way)
- Develop self professionally
- Support corporate efforts for safety, government compliance, and all other company policies & procedures
- Perform other related duties as required and assigned

This job description is not intended to be all-inclusive. The supervisor or other management may assign other reasonably related business duties.

Management reserves the right to change job responsibilities, duties and hours as needs prevail. This job description is not intended to imply a written or implied contract of employment.