

Job Description Form

Job Title:	Plant Controller	Reports To (Title):	CFO
Department:	Accounting	Last Update:	04/22/2022

SPECIFIC/GENERIC	FLSA:	
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MAJOR PURPOSE

Directs the financial affairs of the Miami Lakes plant and prepares financial analysis of operations, including interim and final financial statements with supporting schedules, for the guidance of management. Maintains accounting systems that ensure the proper accounting and recording of company resources. Supervision over general accounting accounts payable, accounts receivable

MINIMUM JOB REQUIREMENTS

- Bachelor's Degree in Accounting or Finance and CPA.
- A minimum of seven (7) years' experiences ideally gained through increasingly responsible management positions within Finance.
- A minimum of three (3) years' recent experience as an Accounting Manager with responsibility for accounts, budgeting, cost accounting, credit and collections, and finance.
- Working knowledge of manual and automated accounting systems, preferably in a manufacturing environment.
- Sound administrative skills. Well-developed management skills, principles, and people.
- Proven ability to recruit, train, and motivate personnel to balance staffing strength with profitability and growth.
- Good communication skills, bilingual in Spanish a plus.

ESSENTIAL FUNCTIONS

- Provide leadership and guidance to subordinates, in particular A/P and A/R. Assist to develop their highest potential. Ensure these financial subsystems are under proper control, accurate, and timely.
- Plan and coordinate the month-end close process as well as the year-end close process.
- Assures all work is timely, efficient, and in accordance with GAAP.
- Review journal entries, account analysis, financial statements, and management reports including financial charts to ensure that they balance to General Ledger and that they are in conformance with GAAP.
- Coordinate annual budget for the plant including developing new cost rates and ensuring part standard costs are updated at least annually.
- Produce Consolidated Financial Statements.
- Assures that deadlines are met by other departments and presents solutions to problems that may arise.



- Serves as key contact to the external auditor, the annual financial statement and for the annual

federal income tax preparation process. Assures that all audit schedules are complete and produced by the deadlines specified by company auditors.

- Maintains accounting handbook, department manual.
- Works with Chief Financial Officer on any projects as assigned.
- Be a key user of local ERP system and critical accounting function leader for any ERP implementation.
- Prepares financial regulatory filings
- Follows all Occupational Safety and Health Policies and Procedures. Reports any safety deficiency to immediate supervisor.
- Follows Human Resources Policies and Procedures.
- Understands and complies with all Departmental Quality Policies and Procedures.

Note: This description is an outline of the major recurring responsibilities of the job. It is not intended to be all-inclusive of the work to be performed. Other related job objectives, special assignments and less significant responsibilities typically performed by the incumbent are not included.

REVIEW AND CONCURRENCE	
Department Manager (Print /Signature) Date	Human Resources (Print/Signature) Date