

HARPER INTERNATIONAL

POSITION DESCRIPTION

The Position Description is the tool used by Harper International to communicate and clarify the essential job functions, establish the basis for performance expectations, and identify training needs for each position.

Part I - Reporting Structure

Name:	Date: September 2013
Job Title: Controller	Department: Finance/Accounting
Reports To (Position): V.P. Finance & CFO	Supervises (Positions): Accounting Staff
Status: Exempt	
Completed By: HR Manager	

Part II – Position Objective

The Controller is responsible for the management of the accounting department. Also responsible for analyzing financial information & providing valuable insight to assist Senior Management in making strategic business decisions. Able to identify continuous improvement opportunities and lead teams/facilitate anywhere within the organization.

Part III – Job Responsibilities

Essential Duties

1. Evaluate financial information to create reports, forecasts and budgets.
2. Prepare, examine, and analyze accounting records, financial statements, or other financial reports to assess accuracy and conformance to reporting standards
3. Conduct various business and financial analyses and recommend improvements.
4. Evaluate data/cost collection methods and systems to ensure integrity and reliability. Lead process improvement activities to improve accuracy/efficiency.
5. Participate in the continuous evaluation and improvement of IT systems, including implementation of other systems.
6. Oversee and assist with the financial closing process.
7. Oversee internal control and audit procedures to ensure compliance with company policy, government regulations, and GAAP.
8. Support CFO and HR Manager with the evaluation of risk management strategies and the administration of corporate insurance program.
9. Review draft stand-by and export letters of credit and coordinate with financial institutions leading to letter of credit release. Complete the review and submission of all required documents necessary for collection of letters of credit.
10. Ability to read/interpret contracts to ensure compliance.
11. Identify and respond to any legal or regulatory requests in a timely fashion and appropriately advise the executive management team of the same.

- | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12. Coordinate the annual audit process with independent public accountants and address corporate tax compliance including income tax, sales tax, fiduciary filings, and other tax compliance requirements. |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

IV – Knowledge, Skills, Education

Knowledge, Skills, Education

- | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> 1. Bachelor's Degree in Accounting required; CPA and MBA highly desirable. 2. Demonstrated successes in leading continuous improvement activities and facilitating change. 3. 5-7 years of progressive financial and business experience with ability to assume additional responsibilities. 4. Experience with the following required: <ul style="list-style-type: none"> -Documentary collections -Sales/use tax -Cost analysis 5. Experience in manufacturing and/or long-term contracting required. 6. Expertise using Excel and proficient with other Microsoft Office applications. 7. Must have hands-on experience with MRP system(s) (Syteline a plus). 8. Knowledge of and/or experience with ESOPs a plus. |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|