

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

Job Title: Controller

Date of last revision: 2020

Reports To: CEO

Supervises: Accounting, IT

Department: Finance/Accounting

Status: Exempt

Completed By: HR

Part II – Position Objective

The Controller leads the accounting/finance and IT functions.

Part III – Job Responsibilities

Essential Duties

1. Evaluates financial information to create reports, forecasts and budgets.
2. Prepares, examine, and analyze accounting records, financial statements, or other financial reports to assess accuracy and conformance to reporting standards
3. Conducts various business and financial analyses and recommend improvements.
4. Evaluates data/cost collection methods and systems to ensure integrity and reliability. Leads process improvement activities to improve accuracy/efficiency.
5. Oversees the IT department and participates in the continuous evaluation and improvement of IT systems.
6. Has ownership of internal control and audit procedures to ensure compliance with company policy, government regulations, and GAAP.
7. Evaluates and manages risk management strategies and administers corporate insurance programs.
8. Reviews draft stand-by and export letters of credit and coordinates with financial institutions leading to letter of credit release. Completes the review and submission of all required documents necessary for collection of letters of credit.
9. Reads and interprets contracts to ensure compliance (Ts&Cs, NDAs, etc.)
10. Identifies and responds to any legal or regulatory requests in a timely fashion and appropriately advise the executive management team of the same.
11. Coordinates and oversees 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.
12. Acts as compliance officer as required under the Foreign Corrupt Practices Act
13. Provides oversight of export compliance requirements

IV – Knowledge, Skills, Education

1. CPA required; MBA highly desirable.
2. 5 plus years of progressive experience as a Controller in a manufacturing environment, with ability to assume additional responsibilities.
3. Experience with long-term contracting highly desirable.
4. Demonstrated successes in leading continuous improvement activities and facilitating change.
5. Proficient with Microsoft Office applications.
6. Must have hands-on experience with MRP system(s) (Syteline a plus).
7. Knowledge of and/or experience with ESOPs a plus.

VI - Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk. The employee is frequently required to sit, use hands, reach with hands and arms, talk and hear. The employee is occasionally required to stand.