



Plant Controller Job Description

Basic Function:

This role will be the lead financial advisor to the plant management with revenues ranging from \$8M to \$20M and report operationally to the Onsite Manager and functionally to the Management team. Key areas of responsibility will include spend analysis, material & labor variance analysis, forecasting, KPI (key performance indicators) management and reporting, asset safeguarding, and evaluating/tracking cost out opportunities.

Spend Analysis and Control:

- Help investigation in weekly/monthly dashboard of spending, highlighting opportunities for improvement.
 - Support analysis and commentary of drivers behind variances, month to month vs. prior year, and forecast and budget.
- Review production variances (materials & labor) with management and help drive to root cause – in particular help collection of scrap data by area.
- Collate labor straight time and overtime daily and review with plant management.
- Ensure correct codifications of expenses are in line with company standards.
- Monitors spending on key categories to include maintenance, supplies, and consumables, and support company initiatives to reduce spending.
- As needed, capture relevant material content, scrap, crew size, throughout rates of work centers for use in updating standard costs.

KPI & Financial Management:

- Review weekly KPI data with management; understand trends and help analyze root causes.
- Ensure new KPIs are correctly implemented in line with company standards.
- Work with management on the key 3 to 5 identified initiatives.
- Work with senior lender to prepare regular borrowing base report and to support periodic collateral audits.
- Help with cash management of the company.
- Work with accounting firm to complete annual review of the financial statements.

Forecasts:

- Help prepare forecasts and the annual budget for the Company.
- Support preparation of budget, forecasts, and monthly bridges.
- Review with management and ensure comprehension of forecast.

Asset Safeguarding:

- Perform inventory cycle counts inter-month and period-end physicals in-line with Company instructions, document results, and suggest improvements.
- Support working capital improvement plans.
- When required, participate in capital expenditure development, and post spend audit.
- Key person to train floor personnel on how to operate transactions in TCM, including the use of the workbenches, in accordance with standard operating procedures (SOPs).

Cost Out:

- Work with management team to develop a database of cost out opportunities.
- Key member of team driving implementation of cost out opportunities.

Other:

- Attend daily operations meetings and present financial results to ensure management team are aligned with the performance of the company.
- Ensure robust financial controls are in place and are following financial policies.
- Support plant management in ad hoc exercises.

Position Qualifications:

- Bachelors' degree in Account, finance or related
- Prior manufacturing company experience
- Manufacturing ETP (enterprise resource planning) experience preferred
- Advanced knowledge of Excel required
- Excellent written and oral communication
- Excellent attention to detail (i.e. payroll)
- High energy and strong curiosity
- Comfortable walking the manufacturing floor daily
- Ability to look for new ways for the company to improve

Basic Functions/Dimensions of Subordinates:

- Supervises payroll activities including preparation of the hourly and salaried payrolls and accounting for related deductions and fringe benefits accruals.
 - Position also prepares payroll journal entries and interfaces with company employees to resolve payroll related questions.
- Supervises accounts payable activities.
 - Coordinates accounts receivable collection and cash application activities.
 - Prepares internal and external reports for use by management.
 - Assists with general ledger close activity.
- Cost accounting functions for manufacturing as it pertains to inventory, job costing, and ERP maintenance.