



Job Title: **Controller – Travis Body & Trailer**

Job Summary: Critical member of the Management Team who must lead, assist, improve and manage performance of a heavy equipment manufacturer in Houston, TX, whose areas of responsibilities and position requirements include:

- Oversight of local accounting functions, analyses of financial data, maintenance of supporting documentation, and preparation of financial reporting requirements in accordance with GAAP;
- Preparation and *effective* communication of data which summarizes and forecasts company business activity and position in areas of income, expenses, and earnings based on past, present and expected operations, including the budgeting process, supporting documentation and justification;
- Active engagement with management to drive improvements in operational performance, including identification of opportunities, development of strategies and tactics, support and monitoring of cost savings or process improvement initiatives;
- Ensure documentation and procedures are in accordance with standard Company policies, including SOX documentation;
- Leadership of weekly and monthly performance meetings with management to *effectively* communicate current operating performance using key metrics, pipeline (future planned) spending, cost savings initiatives, process improvements, and estimates of monthly results;
- Refinement and development of key performance metrics, including *effective* communication of performance and countermeasures, challenging the status quo, as applicable;
- Coordination and preparation for internal and external audits of company accounts, ensuring integrity of financial information;
- Ensure accuracy of cost accounting methods
- Assistance with and participation in continuous improvement events;
- Training and coaching other leaders to ensure consistent understanding of financial and operational performance basics;
- Compliance with and up-to-date knowledge of all industry-applicable federal, state, and local regulatory requirements including management of the adherence process(es), including preparation or supervision of preparation of any regulatory reporting requirements, and communication of any changes and/or updates to management;
- Key contact with state and local representatives regarding personal property tax assessments and any state/local income and sales taxes;
- Key and contributing member of consolidated group's finance team; and
- Other duties as assigned.

Reporting to: VP of Finance and Site General Manager

Tools Used: General office and PC equipment

Environment: Office area with routine exposure to manufacturing operations

Job Requirements:

1. Bachelor's degree in Accounting or equivalent, CPA or CMA preferred;
2. Five (5) or more years of progressive manufacturing accounting experience in a standard costing environment;
3. Excellent communication and management skills with the ability to lead a team to achieve site and business demands;
4. Ability to identify and address discrepancies, to continuously question and evaluate systems, processes and procedures for the most efficient uses. Ability to define and set a direction or solution along with the identification of performance issues.
5. Experience with enterprise resource planning systems, business software and PC literacy, must be extremely proficient in Microsoft Office;
6. Ability to understand and work well with other areas and all levels to meet company goals, to understand protocol when interacting with management while maintaining a high degree of sensitivity and confidentiality;
7. Ability to establish and meet deadlines and work without supervision, to see the big picture while focusing on the process and procedures necessary to produce deliverables;
8. Knowledge of Sarbanes-Oxley Act (SOX) requirements;
9. Experience with ERP system implementations a plus;
10. Proactive and positive attitude