



## Seastrom Manufacturing Company, Inc.

### Job Description

JOB TITLE: Controller  
DEPARTMENT: Accounting and IT  
REPORTS TO: CEO  
FLSA STATUS: Exempt

#### SUMMARY:

Automate all accounting functions including software integration, financial reporting, asset acquisition, financing, quoting programs, and all contract and legal issues for Seastrom Manufacturing. Build and develop a dedicated team to serve the company's current and forecasted needs. Oversee all functions within the accounting department and Human Resources to ensure compliance with GAAP and State, Local, and Federal laws.

#### SEASTROM CORE BEHAVIORS:

**Professionalism:** Able to follow directions, has a good work ethic, dependable, detail oriented and positive.

**Interpersonal Skills:** Able to work well with others and maintain working relationships.

**Problem Solving and Adaptability:** Able to make informed decisions in an ever-changing environment.

**Personal Value Commitment:** Demonstrate honesty, respect for others, and adherence to company standards.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

##### Accounting:

- A "hands-on" working role in the day-to-day functions and tasks. This will include working on specific transactional items.
- Provide leadership for the accounting team, and actively participate with company leadership and other team members.
- Work with accounting team members to train, oversee, and improve their knowledge and skill.
- Operate within GAAP to complete processes, procedures, and reconciliations.
- Prepare frequent reports and information for a variety of internal audiences.
- Prepare external reports and financial statements.
- Focal role and communication with CPA.
- Ensure all tax filings are completed in a timely manner. Local, state, federal.

##### Operations, Construction Accounting:

- Work with Operations to support its needs. This includes updates for rates, access, etc. Also includes support on Ad hoc analysis, research, and other support as needed.
- Manufacturing accounting, including estimates, commissions, job costing, inventory management, forms and contracts, and WIP.



**WIP & Inventory Accounting:**

- Manage for accuracy and completeness the company's WIP schedule on a regular basis for monthly financial integration and operations reporting. Work with department leaders to maintain its up-to-date status for all open jobs.

**Cash Management and Forecasting:**

- Manage treasury functions including deposits, checks/payments, LOC, and Sweep functions.
- Manage Term debt payments.
- Provide credit approval for customers and establish credit limits.
- Manage and develop payment practice system.
- Participate in cash planning meetings.

**Active Participation in Company Planning:**

- Participate in executive meetings, representing accounting team and ideas.

**Software and Technology Ownership and Leadership:**

- Conduct review with Ownership to evaluate users' roles and responsibilities to match their access.
- Develop new routines and procedures to maximize effectiveness of users.
- Develop roadmap for updates and improvements across platforms.

**Human Resources:**

- Internal focus. Support team members by managing and tracking day-to-day information internally and externally via payroll modules.
- Stay informed of changes in employment laws to support the implementation and execution of company practices.
- Assist with mediation and conflict resolution.

**Other Duties May Be Assigned.**

**SUPERVISORY RESPONSIBILITIES:**

All members of the Accounting and Human Resources departments report to the Controller. Provide leadership and skill development to all team members. Act as liaison with customer financiers and vendors.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each of the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made for individuals with disabilities to perform the essential functions.

**TECHNICAL SKILLS:**

None required.

**EDUCATION and/or EXPERIENCE:**

- Preferred 4-year post-secondary education level with emphasis in Finance.
- Computer literate and able to use both PC and main frame computer for information retrieval and analysis.



**LANGUAGE SKILLS:**

Above average ability to read, write and speak the English language with comprehension skills sufficient to comply with safety standards and job performance expectations.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:**

Ability to interpret instructions which may be furnished in written, oral, diagram or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None required.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is continuously required to sit; use hands to finger, handle, or grab; reach with hands and arms; and talk and hear. The employee is required to sit for extensive lengths of time. The employee is occasionally required to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT**

The noise level in the environment is quiet.