ZF Lemforder Corporation
Job Description/Specifications for Position Opening

Job Title:	Controller	Department:	Finance
Reports to:	VP Finance/Plant Manager	FLSA Status:	Exempt
Prepared By:	Human Resources	Replacement: ☐ Addition: ☐ College Recruit: ☐	
Salary:	Confidential	Date Initiated:	June 8, 2005
Location/Code:		Dates Posted From:	To:

Relocation Funds Available: Y ☒ N ☐

Responsibilities of Position:

Directs financial, indirect purchasing, customer service, material requirements planning, and accounting activities of an organization by performing the following duties personally or through subordinates.

Position Scope:

Is responsible for the overall direction, coordination, and evaluation of the Finance and Accounting department.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Essential Duties and Responsibilities:

- Assists in preparing and reviewing weekly operational reports.
- Prepares and reviews internal monthly financial statements and internal and external year-end reports.
- Budgets monthly and-quarterly forecasts.
- Supervises accounting and finance staff.
- Prepares and reviews cost calculations for future products.
- Prepares annual 5-year plan.
- Performs related tasks as needed.
- Monitor & report on service parts business.
- Expedite & audit vendor chargebacks.
- Control Capital Spending.
- Support Internal & External audits.
- Perform other duties as assigned

Training Requirements

New Hire Orientation
TS16949 Overview or current standard
Lean Manufacturing
ISO 14001 Overview

Attributes/Skills Required/Inter-relationships/Sought:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In addition the following attributes are encouraged to support our team environment:

- **Communication:** Expressing thoughts, feelings and ideas effectively in individual and group situations. Presenting ideas effectively and clearly in memoranda, letters or reports that have appropriate organization and structure.
- **Able to Make Tough Yes/No Decisions:** Capable of determining the right thing to do and has the self-confidence to stick with decision even if it may or will result is some unfavorable feedback. Not inclined toward path of least resistance.

- **Build Strategic Relationships:** Using appropriate interpersonal styles and communication methods to work effectively with others. Building network to obtain cooperation without relying on authority.
- **Teamwork:** Working effectively in teams and meetings. Working with others to accomplish organizational objectives and meet the needs of the customers (internal and external).
- **Commitment/Passion:** Takes a serious perspective and approach towards their work. Will do what it takes to get the job done (effort and time). Can be infectious.
- **Empowerment:** Empowering others - encourages, motivates and involves them. Creating a sense of ownership of jobs or projects, by transferring/delegating responsibility and control of resources.
- **Professional/Job Knowledge:** Serving as a technical or subject matter resource to others. Demonstrating a comprehensive knowledge of own job. Demonstrates understanding of how our business works.
- **Continuous Improvement/Commitment to Change/Improvement:** Continuously looking for ways to improve the processes, work practices and services. Using appropriate methods to identify opportunities, implement solutions and measure impact. Communicating the rationale impact & benefit of changes. Facilitating the implementation and acceptance of change within the work place.
- **Valuing Diversity:** Respecting cultural differences. Adapting business skills to maximize effectiveness in working across cultures. Possessing broad understanding of different perspectives, like department, plant, division.
- **Customer Service:** Actively seeking input from internal and/or external customers to better understand customer needs.
- **Trust and Respect:** Conducting business with the highest ethical standards. Behaving in a manner that builds trust. Treating all internal and external contacts (employees, customers, partners and suppliers) with respect.

Experience/Education Required/Sought:

- Bachelor's degree in Finance or Accounting & CPA and/or MBA in Finance or equivalent work experience.
- Typically 10 to 15 years of experience in Cost Accounting.
- Strong PC skills.
- Strong verbal and written technical communication skills.
- Ability to communicate with all levels of the organization
- Ability to anticipate management needs and provide solutions in a timely manner.
- Experience needed to act as the Plant Manager in his/her absence.
- Manufacturing plant experience.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing 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 frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; and vibration. The noise in the work environment is usually at 82 decibels.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organizations.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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 employ manual dexterity, handle or feel objects/controls, and speak or hear clearly. The employee frequently is required to stand, walk, sit, use hands to handle or feel, and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Approvals

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date
_____	_____
Plant Manager Signature	Date
_____	_____
Human Resources Manager Signature	Date

A copy of this job description will be placed in each employees personnel file.