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**PTDA Bearings & Power Transmission, Inc.**

**One Sprocket Lane**

**Reducer Springs, Michigan 48000**

**PT/MC Job Description**

**Financial Controller - Exempt Position**

**Reports to:** Chief Financial Officer

**Job Summary:**

This is a senior management position that oversees the finance and accounting functions within the organization.

**Job Functions:**

* High-level financial reporting and analysis
* Oversees budgeting process
* Cash flow management
* With the CFO develop financial strategy for the organization
* Prepare company tax statements and other governmental reporting requirements
* Ensures compliance with local, state and federal laws and financial regulations
* Oversees payroll processing
* Builds relationships with other senior managers as well as outside partners and stakeholders
* Provides strategic recommendations to CFO

**Skills Needed:**

* Knowledge of state and federal regulations that apply to corporate accounting functions
* Past experience at an executive accounting level
* At least 5 years experience in finance/accounting
* At least 10 years experience managing teams
* Strong communication skills, both verbal and written
* Able to develop relationships with all levels of the organization
* Ability to mentor
* Exercise sound judgement
* Leadership skills

**Education Required:**

* Bachelor’s degree in accounting, finance, economics, business administration or business law
* Master’s degree preferred
* CPA or CA credentials

**Other:**

* There will be some travel to business meetings, approximately four times a year
* Has interaction with all employee levels
* Position is eligible for a hybrid remote/in person work arrangement

**EEO Statement:**

**PTDA Bearings & Power Transmission, Inc**.provides equal employment opportunities to all. We prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, or any other characteristics protected by federal, state or local laws.