**VANGUARD Rev: 12/20/2019**

POSITION TITLE: Corporate Controller REPORTS TO: President

DEPARTMENT: Finance GRADE: Director

COMPANY: Vanguard Soap STATUS: Salaried exempt

GENERAL DESCRIPTION OF POSITION:

The Controller has immediate responsibility for the organization’s accounting practices, fiscal records, and preparation of its financial statements and related reports. Directs and has overall supervisory responsibility for general accounting, internal and external audit coordination, cost accounting systems and information, budget preparation and control. Responsible for appraising operating results in terms of costs, budgets, policies of operations, trends and increased profitability.

The Corporate Controller is expected to develop an intimate understanding of our business in order to recommend and implement changes in internal processes and controls that increase the effectiveness and efficiency of management and processes.

The Corporate Controller has a team of 5 people, including IT.

SPECIFIC FUNCTIONS OF POSITION:

1. Develop and maintain control systems and procedures to safeguard and protect company assets and interests and to assure accurate financial statements and disclosures. Perform audits as necessary to verify that controls are functioning adequately.
2. Design and implement processes and systems that assure timely and accurate financial and operating statements that provide managers with a clear understanding of the financial performance of the company and/or their area. Establish and maintain procedures for physical and accounting control of inventories and capital assets.
3. Analyze and interpret financial and operating data in order to identify opportunities to improve profitability and make recommendations to managers on reports, data, changes, or other means to help the company capture these opportunities.
4. Develop appropriate financial planning and budgeting procedures and direct their implementation.
5. Optimize return on capital employed by minimizing working capital (AR and inventory days less AP days) and by managing a capital appropriations process that assures proper spending controls and adequate return on new investment.
6. Forecast capital requirements, identify and analyze capital sources, and determine most advantageous financing methods. Maintain positive relationships with banks and other financing partners and provide them with timely and accurate information as they require.
7. Drive working capital improvements, including PP&E, payables, and inventory. Reviewing different options like buy vs lease, challenging the teams on their requests & assumptions.
8. Coordinate and administer all corporate insurance needs including providing to and receiving from brokers and insurance companies timely and accurate information as required.
9. Direct preparation and maintenance of the company's accounting records (e.g., billing, accounts receivable, accounts payable). Assure accuracy and timeliness of these activities.
10. Coordinate with the company’s independent accountants for the preparation of audited financial statements.
11. Assure that the company prepares accurate tax statements and makes timely tax payments. Assure that shareholders are given timely tax information and distributions for income tax payments.
12. Supervise accounting personnel such that high standards are met and that the organization provides accounting and control services as efficiently as possible, including by utilizing automation and elimination of non-value-added activities.
13. Manage timely and accurate completion of monthly closing process for all plants including accruals, inventory costing, FIFO, obsolescence and warranty reserves, and consequent balance sheet reviews and account reconciliations

QUALIFICATIONS:

1. BS Degree in Accounting or Finance; MBA Preferred; CPA a plus
2. Cost Accounting / manufacturing experience required – preferably a chemical environment
3. Experience with product cost standards and variance analysis and driving operational change
4. Cross-discipline experience (interfacing with Finance colleagues and operational employees)
5. FP&A experience / business unit finance
6. Must be a solid leader/manager of people
7. Ability to present information to senior leadership
8. Attention to detail with emphasis on relevant reporting to ensure deliverables are connected with operating plans

MACHINES OF EQUIPMENT OPERATED:

Personal computers and computer networks

PERCENT OF TIME SUPERVISED:

Less than 5%

NUMBER OF SUBORDINATES REPORTING TO THIS POSITION:

4-10

PHYSICAL DEMANDS:

General good health

Described by: Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President approval: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR approval: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_