



## **DIRECTOR OF FINANCE & INFORMATION SYSTEMS**

### **Job Summary**

The Director of Finance and Information Systems oversees StoneAge's accounting, financial, and IT/IS functions. This position is responsible for the planning, directing and, control of all accounting and financial matters as well as overseeing all IT/IS functions.

Personal attributes required for success in this position include a positive attitude, high emotional intelligence, being an effective team player, having close attention to detail, and caring deeply about providing great customer service to both internal and external customers.

This position reports to the Chief Executive Officer.

### **Essential Functions**

- Develops Finance and IT/IS strategy as well as team and individual goals and plans. Ensures these plans are consistent with StoneAge's overall strategy. Develops key metrics used to measure success of key initiatives. Ensures communication of all company and department goals, objectives, and business issues to all team members.
- Provides on-going supervision and counseling of the Finance and IT/IS leadership team, guiding them in current positions and assisting with their career development and training. Ensures they are properly managing their respective teams. Gives team real-time feedback and coaching.
- Identifies opportunities for process improvement and facilitates successful implementation of new programs through well-defined goals and planning. Fosters continuous improvement culture and supports and participates in the LEAN initiative.
- Attends Board and Subcommittee meetings as requested by the CEO. Provides reports to the Board of Directors when required by CEO.
- Performs other duties or responsibilities assigned by CEO.

### **FINANCE**

- Responsible for presenting and reporting accurate and timely financial information. Analyze and report on actual financial performance vs plan. Manage the quarterly re-forecast process.
- Provides financial and business analysis of StoneAge's sales and operations activities. Develops appropriate reports/forecasts outlining StoneAge's financial position in the areas of cash management, income, expenses, and earnings based on past, present, and future operations.
- Directs the annual forecasting, planning and budgeting process in conjunction with department heads.
- Develops and maintains systems of internal controls to safeguard financial assets of the organization and the preparation of the annual financial statements is in accordance with U.S. GAAP and federal, state and other required supplementary schedules and information.
- Oversees the capital structure of the company, determining the best mix of debt, equity and internal financing. Ensure adequate cash flow to meet the organization's needs.

- Oversees business insurance plans, the maintenance of the inventory of all fixed assets, banking activities of the organization, Best Practices, ESOP Administration, and Interest Charge Domestic International Sales Corporation (IC-DISC).

#### **INFORMATION TECHNOLOGY**

- Responsible for the management, implementation, and usability of information and computer technologies.
- Directs development and execution of an enterprise-wide disaster recovery and business continuity plan.
- Identifies opportunities for appropriate and cost-effective investments in IT systems and resources.
- Synthesizes current business intelligence or trend data to support recommendations for action.
- Analyzes how technology can benefit the company or improve an existing business process and will then integrate a system to realize that benefit or improvement. Provide business cases to the CEO when required.
- Examines the short and long-term IT and BI needs of StoneAge and utilizes capital to make investments designed to help the organization reach its objectives.
- Identifies, prioritizes, and recommends the use of enabling technologies that supports enterprise efficiency such as StoneAge's ERP, CRM, CAD and other mission critical systems.

#### **Knowledge and Training Requirements**

The Director of Finance & Information Technology must:

- Have a minimum of ten years of Finance and Accounting management and hold a bachelor's degree in finance or accounting
- Have experience with manufacturing companies (both direct and indirect sales models)
- Have experience with international business operations and foreign currencies
- Have a deep understanding of COGS, GAAP experience, and a background in financial analysis, modeling and planning
- Have experience with different types of ERP and BI systems.
- Have strong interpersonal skills, ability to communicate and manage well at all levels of the organization and with staff at remote locations
- Have a high level of integrity and dependability with a strong sense of urgency and results-orientation
- Be an excellent manager and team builder, strategic thinker, and customer service driven

#### **Other Information**

- Travel is required.
- Responsibilities may require extended working hours beyond normal business hours.