
Vice President of Finance
Midwest Sign & Screen Job Description

Purpose: Reporting to the President and COO this position provides financial leadership through management of accounting, budgeting and forecasting analysis, cash management, risk management, investment advisor, monitoring of credit and collections, and is responsible for assisting with all of the Company’s financial analysis regarding mergers and acquisitions and other financial investments. In addition, this position is responsible for supporting all treasury and corporate financial initiatives.

Job Responsibilities and Accountabilities:

- Manage accounting and related staff to ensure timely, accurate reporting of financial results while providing insight into operating results as well as highlighting opportunities for containing costs and improving performance results.
- Develop annual budget using planning and analysis to make recommendations and explain variances as part of the Executive Team.
- Monitors specific accounts receivable/accounts payable and manages credit and collections to ensure risk exposure on new and existing accounts are maintained at an acceptable level and timely collections with the objective of maintaining and developing sales where possible.
- Trustee of the 401(k) Profit Sharing Plan to ensure compliance of ERISA requirements.
- Work closely with bank providers fostering effective relationships and maintain adequate capital and ensure compliance to bank agreements.
- Participate in the planning and operational changes required to improve efficiency as well as defining the long term strategic plan.
- Work with the Executive Team on possible merger and acquisition development and due diligence coordination.
- Conduct post-audits on completed projects, analyzing actual results to original projections.
- The incumbent is responsible for the on-going monitoring of risk management and employee benefits to limit company exposure.
- Ensure that all departments receive guidance in analyzing financial results and troubleshooting financial problems.
- Evaluate tax impacts of activities on an on going basis in business decisions.
- Provide support and assistance for company wide initiatives and will perform other duties as requested.

Scope: Two employees directly supervised and nine indirect employees. Responsible for the training, development, and inspiration of these professionals, as well as the evaluation of their performance, goal setting and development.

Job Requirements:

- Bachelor's degree is required. Degree in finance or accounting preferred; an MBA or certification (CPA, CMA or CTP) highly desirable.
- 10 -15 years of experience in a corporate environment, with 5 years in a direct management role.
- Prior M&A experience desirable.
- Knowledge of GAAP and accounting policies/procedures and ongoing financial trends, legislation and regulatory standards. Strong working knowledge of the principles, practices and procedures involved in finance, credit, and information technology.
- Knowledge of organizational fiduciary, budgetary and financial methods and practices.
- Ability to communicate effectively both verbally and in writing,
- Act as a change agent and have the ability to make management decisions in response to changing conditions.
- Incumbent must understand Distribution metrics.
- Ability to work effectively as a team and establish and maintain effective working relationships at all levels.
- Ability to present financial/budgetary information to numerous audiences including the governing board, employees and leadership team.
- Some travel may be required.

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