Summary:
The Plant Controller will lead the daily administration of the Kenyon facility’s accounting and finance activities, providing support in financial statement preparation and financial analysis as well as continuous improvement of the Accounting function. The Plant Controller provides timely and accurate accounting and finance services while complying with all legislative and corporate requirements. Ensures an adequate system of internal control is maintained, general ledger accounts are correctly stated and classified, and that financial reporting is prepared in accordance with Generally Accepted Accounting Principles (GAAP). The Controller also partners with multiple cross-functional team members both at corporate and the respective business unit.

Essential Duties and Responsibilities
- Maintains and reconciles general ledger accounts on a recurring basis, including posting monthly journal entries, completing account reconciliations, providing variance analysis and investigating discrepancies.
- Conduct month and year end closing, reconcile and balance all accounts and review monthly journal entries.
- Provides the cost accounting expertise for the manufacturing operations.
- Prepares financial statements and analytical reports as part of the monthly reporting package.
- Ensures GAAP is incorporated into the management of the business.
- Ensures appropriate internal controls are in place and supports effective and efficient annual financial and bank audits.
- Works closely with manufacturing operations to ensure accurate and timely capture of all production costs and effective analysis of production variances.
- Develop and maintain thorough financial procedures and systems.
- Develops the Plant budget and provides thorough analysis of variances
- Manages the inter-company transfer of products.
- Provide guidance to staff accountant(s) to ensure effective team support.
- Prepare sales and use tax filings.
- Develops, monitors and analysis manufacturing overhead allocation and burden rates to ensure appropriateness.
- Manages book and tax depreciation for fixed assets.
- Support in the collections of customer accounts receivables on an as needed basis.
- Works effectively with IT to automate the company’s financial reporting package.
- Assist in implementation of Vantage/Epicor into newly acquired businesses.
- Assist in developing more effective workflow processes, including paperless filing.
Physical Demands:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The demands described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Required demands include:

- Must be able to sit at desk for an eight-hour shift (with intermittent movement)
- See, hear and communicate with sufficient capability to perform assigned tasks and maintain proper job safety conditions
- Must be alert and aware of surrounding for safety concerns

Work Environment:
The work environment for this position is primarily in an office setting. As Foldcraft Co. is a manufacturer of furniture, the incumbent could also be exposed to dust, various temperatures, fumes and loud noise in the manufacturing setting. Due to periodic time spent on the manufacturing floor, the incumbent must be able to tolerate some exposure to these work place characteristics. The incumbent must also follow allow company safety procedures, including wearing required personal protective equipment while on the production floor.

Other Competencies:
- Education: Bachelor’s degree in business management, accounting or finance
- Experience: 5+ years’ experience in a manufacturing industry
- Must have strong technical and analytical skills with solid cost accounting background.
- Ability to build professional relationships with internal and external clients
- Ability to analyze financial data and prepare financial reports, statements and projections with a strong attention to detail
- Demonstrated ability to make solid, objective, ethical decisions
- Able to maintain strict confidence in financial sensitive information, and demonstrate a high level of integrity.
- Excellent communication and analysis skills required accompanied with a persona of a high character teammate
- Demonstrable experience with PCs, financial spreadsheets and accounting software. Preferred experience specifically working with Vantage/Epicor and FRX reporting software. Proficient with Microsoft Office productions and capable of quickly becoming proficient with Foldcraft Co. ERP systems
- Ability to work collaboratively in a diverse environment and interact effectively with other groups and departments, clients and partners.
- Willingness to continuously learn and be open to feedback to improve individual performance.
- Must maintain safe maintenance practices and adhere to safety requirements
- The incumbent must reside within a reasonable distance of the Kenyon, MN area to service this location
- Travel: The willingness and ability to travel to other divisions of Foldcraft Co. is required. Travel will typically be <5%.

The duties of this position may change from time to time. Foldcraft Co. reserves the right to add or delete duties and responsibilities at their discretion. The job description is intended to describe the general level of work being performed. It is not intended to be all-inclusive.

Signature of Incumbent Acknowledging Job Responsibilities and Expectations:

________________________________________
Signature

________________________________________
Date

Last Updated: August 2013