

SEARCH FOR: CORPORATE CONTROLLER

THE ORGANIZATION

The organization is a privately-held manufacturing company that was founded in 1960 and has become a leading custom manufacturer of precision rubber molded parts for international markets. It offers complete custom molding services, which include moldability design assistance, compound development, laboratory testing, mold construction, and full-service quality assurance to meet customer specifications for medical device, electrical connector inserts, and custom industrial molding for the energy and aerospace industries. The company has five facilities located in Oklahoma, Massachusetts, Malaysia and Singapore and employs 400 personnel.

THE POSITION

- Reports to: Chief Operating Officer; also reporting to the COO is the Vice President, Production and the Managers of IS and HR.
- Supervises: Small accounting staff.
- Responsible for: Managing the company's accounting and payroll functions, including developing accounting and financial reporting policies, procedures and controls along with associated financial reporting systems; supervising and participating in accounting, financial reporting and payroll activities; and for ensuring compliance with applicable legal and regulatory requirements.

KEY RESPONSIBILITIES

1. Policies and Procedures – Develop and implement policies, processes and procedures to guide accounting and financial reporting functions and activities.
2. Accounting and Payroll – Supervise and participate in the activities of the Accounting and Payroll functions, ensure the accurate and timely preparation of financial statements and reports, and maintain the general ledger.
3. Tax Reporting and Auditing – Plan and coordinate tax reporting, working with tax consultants, and the annual audit process, including the 401k audit.
4. Compliance – Ensure compliance with relevant regulations and requirements and prepare related reports and information.
5. Cash Management – Supervise and participate in the company's cash forecasting and management function.
6. Management Reporting – Supervise and participate in financial planning and analysis activities and in the preparation of related reports and information for the leadership team.
7. Special Projects – Manage and participate in special projects, especially those aimed at improving the measurement, projection and control of costs and the improvement of productivity.
8. Process Improvement – Initiate and implement improvements in accounting, budgeting and financial reporting processes and procedures.
 - Work with all organization levels in software systems development, improvement and training.

CANDIDATE QUALIFICATIONS / PROFILE

1. EDUCATION – Bachelor's degree in Accounting.

2. **EXPERIENCE** – At least 5 years of related experience in corporate accounting and financial reporting.

- Related experience in a supervisory capacity – highly desirable.
- Related experience with financial systems software.
- Prefer related experience in a manufacturing organization.

3. **CANDIDATE QUALIFICATIONS/ESSENTIAL ATTRIBUTES**

- * **Management Capability** – Demonstrated capability to provide direction, training, mentoring and support to assigned personnel.
- * **Hands-On Style** – Highly organized, attentive to detail and methodical in approach with a hands-on approach to accounting and financial reporting.
- * **Interpersonal Skills** – Positive and likeable in nature, with the ability to develop relationships and to work with individuals at all organizational levels.
- * **Communication Skills** – Able to communicate in a concise, understandable manner and to prepare and deliver well organized presentations, including those to the leadership team.
- * **Analytical Skills** – Quantitative mind and analytical nature with demonstrated ability to develop and apply metrics and analytical tools in assessing and improving operational performance.
- * **Independence and Initiative** – Able to work independently and to show initiative in an environment that values and encourages the desire for increased responsibility.
- * **Systems Orientation** – Proficiency in the use of automated systems and processes in the improvement of efficiency and the control of costs.
- * **Compliance Manager** – Demonstrated understanding of relevant regulatory requirements and skill in meeting related compliance requirements.
- * **Consensus Builder** – Ability to gain support and build consensus for new ideas and initiatives.
- * **Computer Proficiency** – Proficiency in the use of personal computers, including word processing, spreadsheet, outlook, and database applications.
- * **Potential** – Interest and potential for increased responsibility.

COMPENSATION

The starting compensation package will include a competitive base salary, opportunity for incentive compensation and a competitive package of employee benefits.

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SEARCH FOR: CHIEF ENGINEER

THE ORGANIZATION

The company is a privately-held manufacturer of catalytic heater equipment to prevent freeze-ups in critical metering and regulating equipment and to heat meter buildings, platforms and pipelines. The company also custom designs, manufactures and installs high-efficiency heating and drying equipment for use in virtually every industry. The company was acquired by its current owners in 1982, has 50 employees, and is a stable, profitable enterprise. It has doubled in business volume in the last five years and expects to sustain its growth over the coming years.

THE POSITION

- Reports to: Vice President, Engineering, on a temporary basis, and, subsequently, to the Chief Executive Officer
- Supervises: On a direct/assigned and project basis Engineers, Project Managers and Designers/Drafters and the Field Service Rep
- Responsible for: Leading and participating in the company's engineering functions for all product lines.

KEY RESPONSIBILITIES

1. Processes/Procedures – Lead and participate in the development, documentation and implementation of processes, standards and procedures to guide company engineering activities.
2. Product Design – Supervise and participate in the development of specifications and requirements for product applications.
3. Product Pricing – Provide technical support and assistance in the pricing of projects, including the review of pricing of more complex and larger jobs.
4. Sales Support – Provide technical support and assistance to sales personnel, including preparing and making technical presentations to customers and conducting training for customers on company products.
5. Product Testing – Supervise and participate actively in the testing of new products and product applications.
6. Quality Assurance – Oversee and improve product documentation and quality system design and associated compliance work.
7. Product Research/Development – Lead and participate in the research and development of new/improved products and in the identification of new applications for company products.
8. Productivity Improvement – Manage the development of improved tools and resources to optimize engineering productivity, quality and schedule conformance.

CANDIDATE QUALIFICATIONS / PROFILE

1. **EDUCATION** – Bachelor of Science Degree in Engineering required.
 - Prefer Degree in Mechanical Engineering.

2. **LICENSE** – Licensed as a Professional Engineer – highly desirable.
3. **EXPERIENCE** - At least 10 to 15 years of related engineering experience leading up to a managerial role.
 - Prefer related experience in mechanical engineering design and product applications work.
 - Related experience in designing custom process equipment and in the natural gas industry – highly desirable.
 - Prefer related experience in small to medium-size manufacturing company.

CANDIDATE CHARACTERISTICS / PROFICIENCIES

- **Hands-On** – Ability to accomplish desired results working in a hands-on manner in product design work.
- **Technical Skill** – Knowledge of, and experience with, relevant product design standards and requirements.
- **Initiative** – Can-do, roll-up-the-sleeves attitude, with a high level of drive and initiative.
- **Interpersonal Style** – Outgoing, upbeat and likable in personality with the ability to establish rapport and to work effectively with customers and with company personnel at all organizational levels.
- **Communication Skills** – Solid communication skills, with the ability to prepare and deliver concise, understandable reports and presentations.
- **Integrity** – High level of trustworthiness and unquestioned integrity.
- **Analytical Skill** – Demonstrated judgment and solid analytical skills, with the ability to assess customer requirements and develop responsive designs.
- **Trouble-Shooting Skills** – Proficiency in analyzing problem situations and developing and applying processes for problem resolution.
- **Project Management Skills** – Ability to plan, schedule, and manage engineering projects and to complete them on schedule and within budget.
- **Computer Proficiency** – Demonstrated proficiency in the use of Microsoft Office products, including AutoCAD and PowerPoint as a presentation tool.
- **Potential** – Interest in and potential for higher levels of management responsibility.

COMPENSATION

The starting compensation will include a competitive base salary, opportunity for incentive compensation, and a competitive package of company benefits.

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