



**Job Title:** Division Controller

**Division:** KTSV-MI

**Location:** Walled Lake, MI

**Reports To:** VP of Finance / Corporate Controller

**Description:**

Serve as the Division Controller for the KTSV-MI Division. Responsible for managing the KTSV-MI division accounting and finance functions and safeguarding the company's assets. Responsible for all financial reporting and analysis, including monthly financial statements, budgets, forecasts, cost analysis and long term strategic planning. Assist with pro forma financial analysis of prospective acquisitions and other new ventures, and tracking of actual vs. expected pro forma financial results.

**Responsibilities:**

- Ensure the accurate and timely month end closing and reporting of the KTSV-MI financial results compared to the Plan, the most recent Forecast, and Prior year.
- Report divisional Financial Statements (Income Statements, Balance Sheet and Cash Flows) and supporting documentation in compliance with Generally Accepted Accounting Principles and company policies and procedures.
- Monitor and identify budget and forecast variances for the division and provide business leadership with insights and perspectives on appropriate actions required to address variances.
- Train and provide professional development to accounting staff.
- Implement and ensure business adherence to internal finance controls including data and reporting standards and compliance procedures (e.g., Sarbanes Oxley regulations, internal and external audits).
- Prepare and File Sales and Use Tax returns for all applicable states.
- Lead and facilitate the preparation of the Division's financial forecasts and annual operating plans (AOP).
- Manage other requests as deemed necessary to support the achievement of overall goals of the Division and Company.

**Fundamental Irreplaceable Behavior Values:**

Interpersonal Skills: Easy to get along with. Treats all people with dignity and respect. Always approachable; never rude. Aware of and sensitive to what other people are feeling. Is at ease with people at all levels. Does not belittle the opinions or work of other people, regardless of their status or position. Deals effectively with a diverse workforce. Demonstrates a high degree

of “emotional intelligence.” Truly values and genuinely likes people. Treats others as important person. Serves others.

Ethics and Integrity: Admits mistakes in spite of the potential for negative consequences. Presents unpleasant or disagreeable facts in an appropriate manner. Keeps promises; meets goals and deadlines. Avoids situations and associations that could be considered inappropriate. Honest in all dealings. Upholds and models organization’s values. Does what you say you will do. Is forgiving when feeling mis-treated.

Business Demeanor / Temperament: Displays a positive attitude and optimism about the work to be done, the people he or she works with, customers, management, and company policies. Has a constructive sense of humor. Maintains a calm temperament and pleasant demeanor. Shows self-control. Doesn’t spread gossip or rumors. Acts as a positive influence on others. Is courteous, cooperative, and helpful. Is humble, never boastful or arrogant.

Accountability: Accepts personal responsibility for the quality and timeliness of his/her work. Acknowledges and corrects mistakes. Doesn’t make excuses or blame others for errors or problems. Carries his/her fair share of the workload. Does what he/she commits to doing.

### **Excellent Performance Outcomes:**

1. Support the overall company objective of reduced monthly closing time and timely reporting of financial performance. Divisional results will be reported to the Corporate Controller by the first week of the month to be included in the consolidated financial reports of the overall company.
2. Work with the KTSV-MI Leadership Teams to develop and/or enhance short term forecasts in order to communicate and explain variances vs. AOP and Forecast (both positive and negative) and help the teams to proactively improve forecasts. Coach the KTSV-MI Leadership Team to better understand and manage a balanced set of financial metrics.
3. Manage expenses proactively vs. AOP (annual budget) by providing sufficient detail to account owners to better understand the monthly position against AOP numbers and holding team members accountable for variances to AOP.
4. Lead the development of an improved Internal control structure at the KTSV-MI division by ensuring strict adherence to company travel policy, capital expenditure policy and proper approval for all company expenses.
5. Coordinate with KT Finance Division to facilitate strong financial support of KTSV sales capture and market share growth but also objective screening for creditworthiness of prospective customers, and repossession and repurposing of product if and as necessary.

### **Requirements:**

- Bachelor’s degree in Accounting or Finance
- Minimum of 3 years Corporate / Public Accounting experience.
- CPA is preferred.
- Manufacturing / Cost Accounting Experience

- Strong Excel Skills
- Understand ERP systems (data extraction, reporting); prior experience with Syteline8 a plus
- Works well under deadline pressure; good multi-tasking skills
- Prior experience with Lean manufacturing and related accounting a plus