



Chief Financial Officer

EMPLOYMENT AGREEMENT: Exempt

ADVISOR: CEO

PRIMARY CHARACTERISTICS:

- **Principles:** Supports and models the company's principles that are identified in the Declaration of Belief and Direction Statement, in all areas of conduct and business.
- **Leadership:** Leads with integrity through effective communication and active listening. Ability to translate mission, vision and values into actionable goals and objectives. Provides direction and effective feedback to direct reports. Creates an environment where Coworkers feel valued, respected and empowered to do good work. Shows appreciation for and rewards individual and team excellence. Demonstrates high standards of ethics and fairness. Takes prudent risks and encourages staff to do the same.
- **Confidentiality:** Accountable to ensure that all data and protected information remain confidential at all times and is available to only those Coworkers who have a need to know.
- **Team Work:** Participates as a member of the Reell Leadership Team (RLT). Promotes and encourages a collaborative working environment for direct reports and all cross functional engagements. Establishes and maintains good working relationships with all global Reell facilities including: Reell Precision Manufacturing Corporation US, Reell Precision Manufacturing NL, and Reell Shanghai Representative Office.
- **Stewardship:** Ensure Reell's financial resources are used wisely while protecting the assets of the corporation, to further the purpose of the corporation and produce benefits commensurate with the size of the expenditure, investment and the level of risk. Provide retrospective and projected business analysis to gain insight into corporate decisions. Display creativity in exploring financing options for funding future growth. Provide leadership in the corporate strategic planning process and its outcome.

KEY RESPONSIBILITIES:

- **Financial Management:** Develop, implement, and maintain accurate, timely and robust systems for financial planning, budgeting, forecasting, reporting and control. Ensure system output is well-structured, reliable and easily understood. Interpret operating results and make recommendations for improved profitability, return on investment, working capital and other financial indicators. Oversee the coordination of financial reporting and the proper filing of tax returns. Actively monitor financial risks and ensure that risk mitigation strategies are in place. Provides monthly communications and required presentations to the Board of Directors.
- **Accounting Principals:** Applies General Accepted Accounting Principals (domestic and international) to implement and maintain general accounting systems including the preparation of reports and statistics reflecting, but not limited to, assets, liabilities, financial transactions, earnings, profits, cash balances and other financial results.
- **ESOP Trustee and Management:** Performs duties, such as employee education, establishing and maintaining a viable model reflecting our ESOP repurchase liability, monitoring ESOP transactions and tax filings. Serves as an ESOP Trustee and internal ESOP Plan Administrator as appointed by the Board of Directors. Networks within the Minnesota State ESOP Chapter to build outside relationships exploring new methods, best practices, training and communication strategies to broaden our understanding of the ESOP.

- Fiduciary of 401K: As a Named Fiduciary of the 401(k); as appointed by the Reell Board of Directors, and as plan administrator, ensure the plan is administered according to plan documents, execute or oversee day to day activities of the plan, regularly review the plan for optimization, monitor the plan strategy, ensure compliance and effective communication to participants and eligible Coworkers, Obtain knowledge about our Plan and its investment options that are available to the Reell 401(k) participants.
- Cash Management: Establish and maintain cash management processes to optimize cash account balances in earning interest income over payment of account service fees and interest expense. Establish and maintain positive outside relationships with banks, auditors, outside accountants, investment bankers, corporate valuator, attorneys and any other outsourcing vendor.
- Annual Operating Plan: Key strategic player in developing the two-year AOP on a yearly basis, as well as assisting in solid communication of the plan to key internal stakeholders.
- Oversee Cost Model: Responsible for ownership of the corporate costing methodology. Works closely with operations to ensure costs are consistent and appropriate for our business and complies with all appropriate accounting standards.
- Forecast Development: Provides information to assist in the development of a forecast for the strategic business units and prepare accurate financial models that summarize the financial position in areas such as income, expenses, cash flow, assets, liabilities and capital. Ensures availability of funds as needed. May be involved in short and long-term financial strategies and activities.
- Strategic Planning and Leadership: Key strategic player on Reell's Leadership Team and Board committees, including all key strategic fiduciary responsibilities as appointed. Serves as Officer of the corporation, as appointed by the Reell Board of Directors, such as specified legal authority within the operation. Participates and contributes in discussions regarding key strategic business issues and initiatives. Serves as a subject matter expert on company financial matters.
- Leads Information Technology: Determines future IT/IS strategic needs for the corporation. Primary liaison for outsourced IT/IS service providers.
- Other duties as assigned.

SKILLS REQUIREMENTS:

- Strategic Organizing & Planning
- Analytical Thinking and Problem Solving
- Industry and Technical Knowledge
- Leading through Vision and Values
- Excellent communication skills along with strong interpersonal to effectively lead and motivate others, building a strong finance/accounting team. This includes broader communication skills (oral and written) to outside firms that represent Reell, including Reell's Board of Directors.
- Ability to digest complex data and provide cogent recommendations
- Comfortable with consensus style decision-making
- Experienced in continuous improvement efforts
- Can advise and assist others in their efforts to implement change and has the skills required to help others accept change
- Maintains an example of dedication, commitment, and integrity for all with whom they work
- Excellent business judgment: able to identify and resolve issues before they become problems
- Evaluating and reporting financial trends and developments
- Demonstrated success working cross-functionally and interacting with individuals at all levels of the organization
- Deep knowledge of project-based accounting, revenue recognition, cost of goods sold and working capital
- Good understanding of systems required to manage and report financial performance
- Advanced Excel skills as well as other Microsoft applications
- Intermediate ERP level experience

EDUCATION AND WORK EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in accounting and/or Financial Management or equivalent
- 10 years of management experience leading an accounting/finance team within complex, growth-oriented, small to mid-sized engineering and manufacturing organizations with international exposure.
- Has obtained their CPA License (active or inactive)
- International accounting experience

PREFERED REQUIREMENTS:

- Master's degree in accounting, finance or business management
- Knowledge of and experience in IFRS (International Financial Reporting Standards)
- ESOP experience
- QAD experience

PHYSICAL REQUIREMENTS:

- Domestic and international travel capability
- Office setting; may be required to lift up to 40 pounds and sit or stand for longer periods of time