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**PTDA Bearings & Power Transmission, Inc.**

**One Sprocket Lane**

**Reducer Springs, Michigan 48000**

**PT/MC Job Description**

**Chief Financial Officer (CFO) Exempt Position**

**Reports to:** President/Chief Executive Officer

**Job Summary:**

The Chief Financial Officer is responsible for planning, implementing, managing and running all the financial activities of the organization.

**Job Functions:**

* Advises executive team on long-term business planning and financial planning to allow for better decision making
* Manages the company processes related to financial forecasts and budgets
* Provides leadership and direction to the finance and accounting team
* Builds relationships with other senior managers as well as outside partners and stakeholders
* Oversees the preparation of all financial reports
* Provides strategic recommendations to CEO and executive management team
* Reviews all policies and procedures on finance, human resources and information technology
* Strong leadership skills

**Skills Needed:**

* Knowledge of state and federal regulations that apply to corporate accounting functions
* Past experience at an executive accounting level
* At least 10 years’ experience in finance/accounting
* At least 10 years’ experience in building and managing a team
* Strong communication skills, both verbal and written
* Able to develop relationships with all levels of the organization
* Exercise sound judgement

**Education Required:**

* Bachelor’s degree in accounting, finance or economics
* MBA or CPA is preferred

**Other:**

* There will be some travel to business meetings, approximately four times a year
* Has interaction with all employee levels
* Position is eligible for a hybrid remote/in person work arrangement.

**EEO Statement:**

**PTDA Bearings & Power Transmission, Inc**.provides equal employment opportunities to all. We prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, or any other characteristics protected by federal, state or local laws.