



JOB TITLE: CHIEF FINANCIAL OFFICER (CFO)
REPORTS TO: CHIEF EXECUTIVE OFFICER (CEO)
FLSA STATUS: EXEMPT
PREPARED DATE: FEBRUARY 16, 2021

SUMMARY: The CFO is responsible for taking a leadership role in financial decision-making for the company and ensuring adequate capitalization to achieve the company's objectives. This is accomplished by working with the CEO, board of managers, and executive management team to establish long-range goals, plans, and policies. The CFO will assist the CEO in maintaining productive investor relations.

QUALIFICATIONS: To perform this job successfully, the individual must be able to perform each essential duty and responsibility in a compliant and satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

ESSENTIAL JOB FUNCTIONS:

- Design and execute the financial strategy of the company
- Select and manage financial controls and accounting procedures
- Ensure full financial transparency of the performance of the company
- Responsible for recurring financial plans, statements, billing, payments, and tax documents
- Support implementation of the strategic plan through effective support of all organizations within VRC
- Provide leadership to ensure that the mission and core values of the company are put into practice
- Drive the company to achieve and surpass strategic business goals and objectives
- Foster a success-oriented, accountable environment within the company
- Spearhead the development, communication, and implementation of effective growth strategies
- Work as a member of the executive management team to develop and implement effective financial plans for the operational success of the company
- Build, motivate, and lead a high-performance management team
- Provide mentoring as a cornerstone to the management career development program
- Primarily responsible, along with the CEO, for raising additional capital at appropriate valuations to enable the company to meet sales, growth, and market share objectives
- Assist with planning, coordination, vetting, and execution of all mergers and acquisitions
- Professionally represent the firm with clients, investors, customers, media, and business partners

Reasonable accommodations may be made to enable individuals with disabilities perform the essential functions. Other duties may be assigned

SUPERVISORY RESPONSIBILITIES:

Business office and accounting staff

EDUCATION and EXPERIENCE:

- Bachelor's degree in accounting required
- CPA required
- Ten or more years' experience in financial business leadership and development required

LANGUAGE SKILLS:

- Read and interpret documents in English such as financial reports, grant applications, newspapers, periodicals, journals, and manuals
- Able to develop, write, format, and communicate policy and procedure

- Write strategic business and technical research reports, correspondence, business letters, summaries, and reports in English using prescribed format, and conforming to all rules of punctuation, grammar, diction, and style
- Ability to speak effectively in English before groups such as customers, employees, directors, and investors

COMPUTER SKILLS:

- Proficient with Microsoft Word, Power Point, and Excel
- Advanced skill in accounting software
- Skilled in electronic forms of communication including email, web searching, and data organization

REASONING ABILITY:

- Apply common knowledge understanding of business operations and strategies
- Use mathematical and technical skills to interpret financial information and prepare budgets.
- Identify organizational deficiencies and develop new plans to improve performance

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds. The employee must be able to see differences in widths and lengths of lines such as those on graphs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENVIRONMENTAL CONDITIONS:

Inside: Protection from weather conditions but not necessarily from temperature changes. A job is considered "inside" if the worker spends approximately 75 percent or more of the time inside.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Must be able to work effectively in a stressful environment and communicate well with board members, investors, employees, and customers, and accept constructive criticism
- Must be able to change activity frequently and cope with interruptions

IMPORTANT NOTE: Essential functions of this job are described under the headings above. The job requirements and features are subject to change from time to time due to the dynamic nature of the company.

It is the policy of VRC Metal Systems not to discriminate or allow the harassment of employees or applicants on the basis of sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by law with regard to any employment practices, including recruitment, advertising, job application procedures, hiring, upgrading, training, promotion, transfer, compensation, job assignments, benefits and/or other terms, conditions, or privileges of employment, provided the individual is qualified, with or without reasonable accommodations, to perform the essential functions of the job. This policy applies to all jobs at the Company. The Company will continue to take affirmative action to ensure that individuals are employed, and that employees are treated during employment, without regard to their sex, gender identity, sexual orientation, race, physical or mental disability, protected veteran status, or any other characteristic protected by law in all employment practices.

Employees and applicants with disabilities and disabled veterans are encouraged to inform Human Resources if they need a reasonable accommodation to perform a job for which they are otherwise qualified. The Company makes, and will continue to make, reasonable accommodations to the known physical or mental limitations of an otherwise qualified applicant or employee to promote the employment of qualified individuals with disabilities and disabled veterans, unless such accommodations would impose an undue hardship on the operations of the Company's business.