

**Job Title:** Financial Controller  
**Department:** Admin  
**Reports to:** President, Dynamic Design Solutions

**Pay Type/FLSA status:** Exempt - Full Time  
**Supervises:** No  
**Shift:** Day/Monday-Friday/or as required

**Dynamic Design Solutions (DDS)**, an Addtronics company, solves the manufacturing industry's most challenging problems with unique and creative solutions. Trusted by some of the largest and most influential manufacturing companies in the world, the DDS team of dedicated professionals delivers unique, high-quality, custom designed automation equipment. DDS also offers design and fabrication of all types of industrial tooling, especially highly engineered, complex parts, and assemblies. Located in Charlotte, NC, DDS has been a trusted partner within the manufacturing industry for over 25 years.

**Position Summary:**

We are seeking a seasoned and detail-oriented Finance and Administrative professional to join our team. Our ideal candidate will thrive in a fast-paced work environment with considerable organizational growth. The candidate will need to work well in a collaborative culture that thrives on a high level of detail and accuracy. The position will focus in finance must also be able to support administrative operations and HR generalist tasks, in support of the organization as a whole.

**Essential Functions and Responsibilities:**

- Manage Accounting Department Operations, Processes and Inputs to include:
  - Banking and Treasury Management
  - Credit Card Monitoring
  - Month End Reconciliations
  - Commissions Program Administration
  - Accounts Receivable
  - Accounts Payable
  - Board Reporting Preparation, KPI Tracking, Board Slide Finalization
  - Cash Flow Forecasting
- Maintain controls over all postings and transactions in the general ledger and all subsidiary ledgers, including journal entries, correcting transactions, reconciling monthly WIP.
- Meet assigned financial deadlines to ensure accurate financial information and timely closure of the books and reporting each month
- Provide ad hoc analysis and reporting as required throughout the month and at month-end to the CFO
- Responsible for the review and preparation of accruals including job related costs, general and administrative expenses.
- Oversee project accounting and cost to complete budget reports
- Responsible for management of treasury functions including cash management, daily reconciliation, and LOC funding requests
- Establish, implement, and maintain effective accounts receivable processes, procedures and controls
- Manage AR aging, collections and prompt follow up
- Manage customer review, set-up, and master file maintenance
- Establish, implement, and maintain effective accounts payable and accrual processes, procedures and controls
- Manage vendor approval and master file maintenance
- Manage monthly Cost of Goods Sold reconciliation
- Responsible for Sales Tax reporting in all jurisdictions where the company operates
- General HR and office management and support

- Executive team support
- Meeting planning and organization
- Benefits Administration
- Oversee preparation of annual budgets and quarterly forecasting
- Preparation of ad hoc reports and analysis

**Qualifications Desired:**

- Bachelor's degree with a major in accounting **required**
- Minimum 10 years of experience including at least 3 years in supervisory role
- Percent of completion accounting or manufacturing industry experience and demonstrated knowledge **required**
- Strong knowledge of Quickbooks Desktop and Online, Microsoft Office and understanding of GAAP
- Well organized, detail and deadline-oriented
- Able to work independently
- Strong written and verbal skills
- Strong work ethic and results focused
- Contribute to building a positive team environment and cross-functional support for team success
- Dependability: Follow instructions, respond to management direction; take responsibility for actions; complete tasks on time or notify appropriate person and bring solutions

**Nonessential Skills and Experience:**

- Must be a team player with a positive attitude.

**Physical demands and work environment:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:*
  - While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects; reach with hands and arms; lift and carry items up to 50 pounds; climb stairs; balance; stoop and/or kneel.
- *Work Environment:*
  - While performing the duties of this job, the employee will work in an office environment. The noise level in the work environment can be minimal to high. Safe work practices are always required in accordance with OSHA regulations, DDS safety protocols, and customer safety protocols.

**Position Classification**

This is a full-time, exempt salaried position. Depending on the needs of the business, the ability to work more than 40 hours/week and/or weekends may be required.

**Travel**

No travel is required

**EEO Statement**

It is the policy of Dynamic Design Solutions, LLC to provide equal employment opportunities to all persons. In accordance with anti-discrimination laws, it is the purpose of this policy to effectuate these principles and mandates. DDS prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion or belief,

national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations.