



## Chief Financial Officer Position Description

### Company Background

Belmark inc is a converter of pressure sensitive labels, printed flexible packaging, and folding cartons. It is one of the largest and fastest growing converter companies in the industry with over 750 employees and serving customers across the United States.

Belmark focuses on four Key Values to exceed customer expectations. Its commitment and dedication to these values allow Belmark to grow aggressively while profitably exceeding customer needs.

A blend of speed, quality, innovation, and exceptional customer service separates Belmark from the competition. Since its beginning in 1977, Belmark has built its business and reputation on providing innovative labeling and packaging solutions for customers. Throughout Belmark's growth, its original commitment to customer service and quality has been maintained. That commitment is demonstrated in every labeling and packaging solution Belmark delivers.

### Reporting Relationships

**Internal** – The Chief Financial Officer will report directly to the President and CEO and will be on the Executive Team and peer of the VP of Sales and Marketing and the VP of Operations. The successful candidate will lead the staff that includes the Controller and Office Manager, Information Systems Director, Supply Chain Manager, Director of Estimating, and Human Resources Director.

The Executive Team and many of their direct reports will form the Operations Team that essentially runs all departments of the organization.

**External** – Outside relationships will include among others, banking, tax, accounting, valuation and auditing firms; benefit and insurance consulting firms; and corporate law firms.

### Scope and Responsibilities

The Chief Financial Officer directs and leads the financial, administrative and supply chain of the organization. The CFO provides strategic leadership to the corporation in the effective and appropriate application of fiduciary counsel, accounting, process enhancements, information technology, supply chain and production administration, human resources, and cost estimating to provide business solutions for continuous improvements. The CFO will work with the department managers who report to the CFO and cross functional departments to implement best practices in all areas of the business, analyze business trends and create metrics to monitor the results. The CFO must support Belmark's Mission, Purpose and Principles by providing leadership skills to grow the company profitably.

### Specific Responsibilities

1. Establishes major Economic objectives and policies for the company.
2. Creates reports which summarize and forecast company business activity and financial position in areas of sales, expenses, cash flow, capital expenses and earnings based on past, present and expected operations.
3. Directs preparations of budgets and strategic plans.
4. Assists in formulating the company's future direction and supports all initiatives.

5. Collaborates with the Human Resource Director in advising and recommending insurance coverage for protection against property losses and potential liabilities, employee benefit plans cost management, market competitiveness, and benefit relationships.
6. Supports the company's Human Capital Initiatives set by the Operations Team.
7. Advises management on desirable operational adjustments due to tax code revisions.
8. Successfully arranges and completes company audits.
9. Ensures that proper internal controls and human resource policies are maintained to protect company assets and ensures regulatory compliance.
10. Creates processes, systems and IT support to continually improve the efficiency and speed of the organization.
11. Provides timely analysis of job costs, sales forecasts, production metrics, and capital appropriation to ensure company financial plans are met.
12. Analyzes with the Director of Estimating and presents data to VP of Sales and Marketing pertaining to customer profitability, profit margins by business unit, operations, regions and processes to support Strategic Growth Initiatives.
13. Collaborates with the VP of Operations and provides leadership to the organization's supply chain function to ensure it is operating in an efficient, cost-effective way that enables the company to exceed customer expectations.
14. Provides leadership to the scheduling process to better utilize assets, reduce costs and exceed all customer requirements.
15. Maintains open communications with all members of the Operations Team keeping them informed of all changes in the company's financial position.
16. Supports all aspects of acquisition activities in the future if needed or becomes part of strategic direction of the company.
17. Actively participates in Senior Management Team's activities.
18. Works cross functionally to support the company's Mission, Purpose and Principles and to maintain and improve the culture.
19. Directs reporting departments to meet and exceed Major Initiatives.

## **Knowledge, Skills and Abilities Required**

- At least 10 years of relevant experience in finance, IT, human resources, supply chain, accounting or related business.
- Solid working knowledge in areas of responsibility in a manufacturing environment.
- Strong communication skills, verbal and written. Ability to explain complex financial and business concepts in layman's terms.
- Track record of influencing and making positive changes in a complex business environment with the ability to innovate.
- Ability to excel in an environment that's fast-paced, growing, customer focused, technologically advanced, outcome based, constantly changing, and friendly.
- Considered a resource to others in all areas of the business.
- Critical thinker with history of significant quality decision making and takes timely independent action in pursuit of company initiatives.
- Collaborative management style without bureaucracy tendencies.
- Ability to recognize future non sustainable processes and take actions to resolve.

## **Education**

Bachelor's degree in Accounting or Finance required, with a Master's degree preferred. A proven track record of advancement and added responsibility of 12 plus years is required.

### ***Baker Tilly Search & Staffing, LLC***

*Contact Information*

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