

HENDRICKSON TRANSPORTATION, LLC

Job Description Form



Division/Department	Finance		
Location	2762 310 th Street, Hamburg, Iowa		
Job Title	Finance Manager		
Reports to	Tuesday Leseberg	<i>Title</i>	Chief Operations Officer

Level/Grade: Middle Level	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours: 40+ / week <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt 7:00 am – 5:00 pm M-F, After hours and weekends
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GENERAL DESCRIPTION

It is the responsibility of the Finance Manager to direct and coordinate financial operations and activities of workers in an organization.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Communicate with upper management regarding financial needs and goals.
- Establish and maintain relationships with individual or business customers or provide assistance with problems these customers may encounter.
- Direct involvement of estimating of new contracts.
- Development of financial business development and process improvement.
- Monitor flow of cash or other resources.
- Analyze financial records or reports to determine state of operations, improve budgeting or planning, improve efficiency.
- Coordination, management, and supervision of finance department staff.
- Researching information as required.
- Recruit staff members.
- Provide leadership and to establish and maintain effective working relationships with all those involved in the finance department.
- To meet at regular intervals with the CEO, CFO and COO and keep them currently advised on the status of cost versus budget and the progress of the work.
- Coordinate the functions of the estimating, accounting/billing as they relate to the progress and completion of the project(s).
- Have knowledge and understanding of the contract documents, general contract and the subcontracts.
- Prepare operational or risk reports for management analysis to improve business decisions.
- Implement and evaluate quality standards.
- Evaluate data pertaining to costs to plan budgets.
- Oversee training programs.
- Organize and train the finance department staff assure that those individuals whose functions require the knowledge and understanding of certain documents and procedures, receive and understand that information.
- To assure that everyone understands his/her own responsibilities of those whom he/she is working.
- Utilize skills to run multiple projects as efficiently as possible.
- Ensure resource availability and allocation.
- Develop detailed plans to monitor and track progress.
- Manage changes to project costs.
- Report and escalate to management role as needed.
- Perform risk management to minimize financial risks, losses, or damages.
- Create and maintain comprehensive financial documentation.
- Establish and maintain relationships with third parties/vendors
- Delegate tasks based on employee individual strengths, skill sets and experience levels.
- Meet budgetary objectives and adjust project constraints based on financial analysis.

- Utilize and continuously develop leadership skills.
- Perform other duties as assigned.
- Establish and maintain Hendrickson administrative policies and procedures.
- Applications for payment of the owner are properly submitted, payment is promptly received, and funds are properly disbursed.
- Management is informed as to the financial status of the organization.
- Requirements pertinent to insurance, safety, labor relations and state or federal government wage or employment regulations are met.
- Reporting and forecasting of cost through a cost value reconciliation format is achieved on an accurate and timely basis.
- Ensure that additional project costs are submitted and accounted for in a timely manner.
- Prepare expenditure reports for upper management.
- Negotiate sales or lease agreements for products or services.
- Recommend organizational process or policy changes.
- Develop operating strategies, plans or procedures as they pertain to the Finance Department,

JOB REQUIREMENTS

- Outstanding verbal, organizational and written skills
- Experience working with staff on all levels
- Knowledge of finances and invoicing
- Demonstrates experience of ethical leadership
- Microsoft office knowledge/working knowledge of IT and business infrastructure
- Vast knowledge of QuickBooks, Intuit software
- Strong abilities to understand new issues quickly and make wise decisions
- Proven negotiation skills
- Ability to inspire confidence and create trust
- Ability to work under pressure, plan personal workload effectively and delegate
- Demonstrate competency in strategic planning and business development
- Aptitude in decision-making and problem-solving
- Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process
- Performing routine maintenance on equipment and determining when and what kind of maintenance is needed
- Determining the kind of tools and equipment needed to do a job
- Determining how money will be spent to get the work done, and accounting for these expenditures
- Using a computer application to enter, manipulate, and format text and numerical data; insert, delete, and manipulate cells, rows, and columns; and create and save worksheets, charts, and graphs
- Requires telephone conversations, use of electronic mail, writing letters and memos, face-to-face discussions with individuals or teams, and eye contact with others
- Requires dealing with unpleasant, angry, or discourteous people and conflict situations
- Requires making decisions that impact the results of co-workers, clients or the company, and/or the image and reputation of the organization
- Requires being exact or highly accurate
- Requires meeting strict deadlines
- Requires work with others in a group or team
- Requires responsibility for work outcomes and results
- Requires responsibility for the health and safety of others
- Requires job tasks performed in close proximity with others and indoors in environmentally controlled conditions.

Physical Requirements:

- Ability to sit for extended time periods
- Ability to stand in an upright position for extended periods of time
- Ability to respond quickly to sounds
- Ability to lift heavy objects
- Ability to move safely over uneven terrain or in confined space
- Ability to carry, grasp, reach for objects
- Repetitive motion, wrists, hands, and fingers
- Ability to push or pull objects

WORK EXPERIENCE REQUIREMENTS

- Five years of experience working in the field of related projects
- Five years of experience working in administrative operations in the field of related projects
- Expertise working with project related software and applications, e.g. Microsoft Office 365 Suite
- Expertise working with scheduling software
- Five years experience of working with federal contracts

EDUCATION REQUIREMENTS

- High school diploma or GED
- BA/MBA Degree preferred, but not required if experience requirements are met

PROMOTION PATHWAY

- Financial Controller
- Chief Operations Officer
- Chief Financial Officer

REVIEWED BY _____ *Title*

APPROVED BY _____ *Title*

DATE POSTED

DATE HIRED