



## DIRECTOR OF FINANCE

### ABOUT US:

Smartrend Manufacturing Group (SMG), Inc. established in 2004, is a leading manufacturer of customer-specific components and assemblies for transportation and general industrial applications. In 2017, First Light Safety Products (FLSP) was created as a division of SMG. On a mission to prevent stop arm violations, school bus related accidents and fatalities, FLSP designs and manufactures innovative patent-pending illumination technology for the school bus industry. Both organizations share a 30,000 sq ft, state of the art manufacturing facility.

### SUMMARY:

Reporting to the President, the **Director of Finance** is a key member of the executive team and will lead financial activities, while providing strategic vision and direction for the financial success of the organization. The position is responsible for the day-to-day financial activities, with a focus on budgeting, forecasting, and strategic planning.

### DETAILED DUTIES AND RESPONSIBILITIES:

- Direct all aspects of the accounting department
- Work with the accounting staff to ensure all accounting and financial reporting activities are completed on an accurate and timely basis
- Coordinate the preparation of monthly, quarterly, and annual reports
- Lead/manage financial planning, budgeting, and forecasting models
  - Analyzing the company's performance, risks, and help to determine steps necessary to achieve targets
- Perform financial modeling and analysis
- Recommend and oversee corporate finance
  - Prepare finance and investor proposals
- Prepare regular company metrics and reports for the President
- Develop and implement accounting policies, procedures, and systems to ensure integrity of company financial information
- Maintain banking relationships
- Additional duties as assigned by the President

### QUALIFICATIONS:

- Professional accounting designation of CA, CMA, or CGA
- Minimum 5+ years' experience in a senior accounting role
  - Preference given to those with manufacturing experience
  - Preference given to those with start-up experience
- Solid knowledge of financial analysis and forecasting
- Excellent organizational and leadership skills
- Strong communication skills and the ability to work well in a team
- Strong IT experience, with knowledge of ERP software
  - Working knowledge of with Sage Accpac



## TEAMWORK AND SUPERVISION:

- Reports directly to the President
- Part of the Executive Leadership Team and works regularly with the Director of Sales and Marketing, Director of Engineering, and Director of Human Resources
- Provide leadership, guidance, and oversight to the accounting team

## WORKING CONDITIONS:

- Work is expected to be done within normal business hours and regular office conditions
  - Remote work may be required from time to time due to unforeseen circumstances
- Occasionally required to attend meetings outside of regular working hours

*Share with us your talent, drive, and entrepreneurial spirit and we will provide a positive and collaborative environment, where participation and contributions are celebrated.*

*We would like to thank all applicants who apply, however, only those selected for an interview will be contacted*

### Smartrend Manufacturing Group

**P:** 866.489.7237 | **F:** 833.866.1547

**E:** [info@smgrp.com](mailto:info@smgrp.com)

**W:** [www.smgrp.com](http://www.smgrp.com)

### First Light Safety Products

**P:** 866.216.2605 | **F:** 833.866.1547

**E:** [info@firstlightsafety.com](mailto:info@firstlightsafety.com)

**W:** [www.firstlightsafety.com](http://www.firstlightsafety.com)