



Job Description – Finance Manager

Classification - Exempt

Reports to Head of Finance

Date - April 2021

Summary

Responsible for planning, organizing, and directing all accounting and card services functions in the Finance Department. Responsible for safeguarding organization assets and fiscal record keeping. Responsible for the preparation of reports for Senior Management, the board of directors, external users, and government agencies. Monitors department policies and procedures and recommends improvements. Ensures that accounting activities are in accordance with generally accepted accounting principles, legal, regulatory, and organization procedures. Ensures that the Finance Department supports the overall goals of the organization and that finance services are delivered professionally and efficiently.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The following is a non-exclusive list of the essential functions of the position, which are listed in no particular order.

Financial Management

- Direct financial planning, strategy and forecasts.
- Provide product/customer-based forecasting, bidding/quoting and cost tracking to assess profitability and opportunities for improvement for Health and Dental Benefits Life Insurance Policy and LTD Policy as needed.
- Lead the evaluation of current ERP capabilities and provide cost and operationally effective recommendations for systems that meet the long-term needs of the business while minimizing disruption to the business.
- Lead the approved implementation of financial systems.
- Lead the development of metrics, tools and systems to provide critical financial and operational information to the Top Leadership Team and make actionable recommendations on both strategy and operations.
- Oversee the budgeting process and the implementation of budgets and metrics to monitor performance, assign accountability and present financial metrics both internally and externally.
- Provide regular executive briefings on the financial status of the company and recommendations to strategically enhance financial performance and business opportunities.
- Recommend the appropriate capital structure, balance sheet modeling and cash flow policy for Axiom.
- Evaluate and advise on the financial impact of long-range plans and the introduction of new programs and strategies.
- Direct the finance group's delivery of timely, accurate and GAAP compliant financial and management reporting.



- Provides leadership for strategies surrounding cost management, cost reduction and margin improvement especially as related to raw material and supply contracts

Accounting

- Effectively lead the accounting team, including all accounts, ledgers, and reporting systems.
- Ensure effective internal controls and compliance with GAAP and applicable federal, state and local regulatory laws and rules for financial and tax reporting and optimization.
- Maintain internal control safeguards and coordinate all audit activities.
- Maintain compliance with applicable federal acquisition regulations and reporting requirements relating to the financial function.
- Primary contact for Payroll services.
- Process employee Time & Attendance data from the Time system to payroll and reconcile variances utilizing tools in the Time and payroll systems
- Transmit biweekly payroll to an outside vendor (ADP).
- 401k Administrator –Arrange annual meetings with service providers and educations meetings for employees. Annual 401k compliance testing and audit process. Assisting employees; i.e. questions, withdrawal requests

Treasury

- Manage cash flow and forecasting. Develop a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet liquidity needs and bank covenants.
- Optimize the handling of banking relationships and initiate appropriate strategies to enhance cash positions
Maintain key relationships with banking and lending partners.
- Monitor risk exposure & management and insurance partners to ensure adequate coverage and cost competitiveness. Provide renewal assessments to the Board of Directors with adequate time for review as policies come due for renewal.

Strategy

- As a Finance Manager, this position will assess organizational performance against the annual budget the current forecast and Composites Business Unit's long-term strategy.
- Oversee long-term budgetary planning and costs management in alignment with strategic plan.
- Provide critical support and leadership to development of any acquisition strategies.
- Study, analyze and report on trends, opportunities for expansion and projection of future company growth.
- Assist in establishing yearly objectives and meeting agendas, and selecting and engaging outside consultants (auditors, legal advisors, consultants).
- Partner with the Head of Finance and the remaining Top Leadership Team to develop long range strategies and systems to support to manage insurance, legal and cost/control programs.
- Oversees Composites teams' insurance & risk management

Global Finance Reporting:

- Preparation and Following-up the budget/outlook (1+3 times a year) preparation and reporting process by controlling the budget work of the functions, Collaborating with Composites Business Unit Finance Business Partner and Kordsa Global Finance Team in financial analysis in both periodic and ad-hoc



reporting for Axiom. Overseeing and coordinating all composites teams' budget/outlook preparation & reporting process.

- Preparing, reporting or coordinating ad-hoc and periodic management reports, KPI reports, monthly reporting packs and senior management, for all composites' teams
- Implementing or coordinating improvements on accounting system where necessary and follow up on product-based profitability. Taking initiative to improve financial analysis and reporting processes & management reporting for all composites teams.
- Preparation or coordination of the financial statements and disclosures for the Kordsa Group Reporting in accordance with IFRSs and Group's Accounting Policies.

Ownership Program

- Manage and model the financial aspects of the stock ownership program. Work with Elected Shareholders, evaluate and monitor the stock ownership program.

EXPERIENCE AND EDUCATION

- Degree in Finance, Accounting, or Business Administration (with a concentration in Finance), Public Accounting and CPA designation a plus, MBA a plus.
- The qualified candidate will preferably have 5-10 years of controllership or financial manager leadership experience.
- Experience in a global company is preferred.
- Experience in the selection and successful and timely implementation of an ERP conversion strongly preferred.
- Candidate will have experience in the manufacturing segment of the aerospace market as well as extensive experience in tracking costs and project yields, ideally with \$25M - \$100M in annual revenues or greater.
- Technical expertise in accounting, audit requirements, finance, and tax.
- Familiarity with California Dept. of Labor, ERISA, Business registration, IRS and Nexus compliance requirements.
- Knowledge of federal and state financial regulations.
- Knowledge of contracting, negotiating, and change management.
- Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles.
- Experience in managing audits performed by a regional or national public accounting firm.
- Experience in managing cash, covenant ratios and monthly reporting to lenders.
- At least 3 years of Payroll / Accounting experience with 2 years of ADP experience
- Must be able to work under tight deadlines.
- Should be able to deal with difficult, sensitive and confidential issue.

ATTRIBUTES

- A demonstrated client service orientation and interpersonal skills.
- Mature and proactive team player, with strong examples of having worked as a true business partner to the Head of Finance and the remaining Top Leadership Team.
- Ability to attract, hire, develop and retain qualified, high performance team members.



- Demonstrated customer first focus with the ability to balance making it easy for customers to do business while providing strong financial discipline with products and customers.
- Strong analytical skills and experience interpreting a strategic vision into an operational model.
- Strong professional written and verbal communication skills.
- Ability to motivate teams to produce first class business reports within tight timeframes.
- Experience successfully partnering with IT staff to manage critical financial management and reporting systems.
- Competency in financial accounting software, Microsoft office programs and presentation development skills.
- Proven track record of expanding business responsibility within the aerospace manufacturing sector.

Competencies

- Analytical
- Proactive
- Collaborative, team oriented
- Strategic
- Result-driven

Work Environment

While performing the duties of this job, the employee will frequently be visiting manufacturing sites and areas and may be subject to typical manufacturing hazards (moving pieces of equipment, loud noises, chemicals, and etc.).

Physical Demands

The employee is required to sit, walk, and stand for extended periods of time. Minimal physical exertion is required; however, employee must be able to lift and/or move objects up to 25 pounds and occasionally lift and/or move objects up to 50 pounds.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m., must remain flexible and open to possible schedule changes in order to meet business needs.

Travel

Role may involve occasional local or global trips to other Composites BU Entities and Kordsa Sites for meetings.

Work Authorization/Security Clearance

Must be a U.S. Person as defined by 8 U.S.C. 1324b(a)(3) due to export-controlled information.

AAP/EEO Statement

Axiom is proud to be an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Other Duties



Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.