

JOB DESCRIPTION

Job Title:	Assistant Controller	Dept:	Accounting
FLSA:	Exempt	Issue Date:	02/24/03
		Revision Date:	11/17/2009

Note: Direct reporting structure is based on division organization charts.

Key Areas of Responsibility (Answerable for the following end results)

1. Direct and coordinate all activities of employees involved with financial activities to ensure the proper recording and safeguarding of company assets in accordance with internal and external audit requirements,
 2. Ensure development, continual improvement and adherence to all Accounting department processes and procedures, including both accounting systems and individual position procedures,
 3. Oversee and provide accurate and timely period close and subsequent reporting results,
 4. Prepare required management information, financial records for the operations, both to division GM, AGM, and corporate office,
 5. Ensure business plans, forecasts, and all other necessary strategic financial reporting is completed, including production volumes, capital, and cash flow management,
- Ensure all activities are appropriately accounted for between inter-company and joint venture company,
 - Coordinate with the external financial auditors and annual examination of the financial records, including the preparation of any required paperwork
 - Facilitate an appropriate work environment within the Finance department and between the department and other work groups,
 - Document all activities as required.
 - Adhere to all company guidelines for Emergency Evacuation to ensure employee safety.
 - Any additional responsibility deemed necessary by management.

Limits of Authority

- Advise GM ~~AGM~~ of those situations that may pose a significant risk to the business plan or accounting irregularities that may be of concern to regulatory bodies.
- Initiate actions to prevent the occurrence of any nonconformance relating to product, process & systems.
- Identify and record any problems relating to the product, process or system
- Initiate, recommend or provide solutions through appropriate channels and verify implementation.
- Control further processing and delivery of nonconforming product until the deficiency is corrected.
- Purchase Requisition and Invoice payment approval for Department purchases
- Access to Trans4M, Ideas, Lotus Notes
- Ability to apply General Ledger codes to financial documents

Basic Education, Experience and Training Requirements

- Bachelor degree with a major in accounting, finance or equivalent combination of education and experience.
- Minimum of 7 years experience in a financial function, automotive preferred.
- Minimum of 3 years experience in supervisor / manager position.
- Excellent analytical skills.
- Proficient advanced computer skills, knowledge in Microsoft (Word, Excel)
- Proficient advanced computer-based application software: manufacturing software/databases (T4M and MRP II systems, a plus), general ledger packages (Ideas),

Internal Training Requirements

- Quality Mission Statement (QMIS)
- Environmental Mission Statement (EMIS)
- Evacuation Route (EMER)
- Orientation (ORIE)
- [Vision and Culture](#)
- Significant Aspects Overview (ASPC)
- Magna Links – Banking Database (SOX)
- Process 6.0 – Finance and Accounting Management (PR06)
- Process 8.0 – Accounting & Finance Management (PR08)
- Six Sigma Overview (SSOV)
- Six Sigma Champion (SSCH)

GM APPROVAL: _____
INITIALS



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- Lotus Notes (NOTE)
- Trans4M Overview (TR4M)

Health, Safety and Physical Demand Requirements

- Normal amount of sitting and standing, average mobility to move around an office and plant environment, able to conduct normal amount of work on a computer.
-

Risks Associated with Job Function

- None

The above points have been explained sufficiently.

Employee's Name (Please Print)

Date

Employee's Signature

GM APPROVAL: _____
INITIALS