



MDI

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| Title: | Controller | Date Created: | June 1, 2023 |
| Reports To: | President | FLSA Status: | Exempt |

JOB SUMMARY (Basic functions and scope of the position)

The Controller is responsible for overseeing the financial operations of MDI and making decisions based on the company's financial stability. Duties include monitoring cash flow, tracking cash flow, financial planning, reporting, and analyzing the company's financial strengths and weaknesses and proposing strategic directions. This position is accountable to both the organization and various regulatory entities and authorities. Should be well-versed in both generally accepted accounting principles (GAAP) and state and federal regulations, such as the Sarbanes-Oxley Act.

DUTIES AND RESPONSIBILITIES (Essential functions of the position)

- Executing the company's financial strategy
- Developing plans for growth to increase company profit while also reducing expenditure
- Assisting the President to develop financial plans
- Managing accounting procedures
- Oversee the organization's financial activities, including being responsible for the finance and accounting professionals who perform operational functions
- Directs the preparation of all financial statements, including income statements, balance sheets, shareholder reports, tax returns, and governmental agency reports
- Compares sales and profit projections to actual figures and budgeted expenses to actual expenses; makes or oversees any necessary adjustments to future projections and budgets
- Reviews planning process and suggests improvements to current methods
- Serve in a strategic advisory role for the President, CEO, Board and peers
- Responsible for meeting revenue and earnings goals and keeping cash flow stable
- Maintains comprehensive and accurate corporate records, documents, and reports
- Responsible for liquidity, return on investment, forecasting and reporting
- Analyzes operations to identify areas in need of reorganization, downsizing, or elimination
- Works with the President and other executives to coordinate planning and establish priorities for the planning process
- Studies long-range economic trends and projects their impact on future growth in sales and market share
- Identifies opportunities for expansion into new product areas
- Oversees investment of funds and works with investment bankers to raise additional capital required for expansion

WORK COMPLEXITY

- Tasks are multiple and focus more on single processes. Work is sometimes standardized and sometimes varied
- Independent judgment is necessary to select and apply the most appropriate solution, with frequent discussion/contact with leadership
- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times
- Must be able to access various departments of a given location

COMPETENCIES

- Must have a background in accounting of finance
- Excellent management and supervisory skills
- Excellent analytical and organizational skills
- Proficient in database and accounting computer application systems
- Conflict Management
- Negotiation skills
- Knowledge of GAAP and budgeting
- Ability to build collaborative relationships
- Excellent written and verbal communication skills
- Time-management skills
- Ability to pay attention to detail
- Ability to multitask
- Strong interpersonal skills

EDUCATION

- Masters degree in Business Administration, Accounting, or Finance required
- Five to Eight years of experience in financial management preferred
- CPA designation not required but preferred

This job description is intended to provide general information and describe the requirements of the position. Actual duties, responsibilities, and qualifications may vary based on assignments or projects. This document is not to be construed as an exhaustive statement of duties, responsibilities, or requirements and does not imply a contract between Marine Development Inc. and the employee. The company retains the right to change the job duties, responsibilities and qualifications as deemed necessary.

About Marine Development Incorporated:

Our mission is to provide our clients with products and professional services that integrate the planning of their project from initial thought to final design. We are excited about offering a diverse, collaborative team that provides a broader, more specialized range of services (new marinas, marina expansions, marina restorations and repair) to meet the needs of our clients.

Founded in 1991, our management team has been responsible for providing outstanding products and services for over 40 years. Our clients particularly value our ability to provide what we promise and our “on-time” delivery schedule. Unlike other companies, our goals are not set on the quantity of the work we do – but rather on the quality of the work we do.