

Job Title: Vice President Finance

Reports to: President

Department: Executive

SUMMARY:

The Vice President Finance fills a critical role in the organization with responsibilities for the company's finances, cash management, business reporting and governmental compliance. As a member of the Leadership Team, this role is influential in operational profitability, growth, and financial health of the organization. Arkos is a wholly owned subsidiary of Burckhardt Compression.

DUTIES AND RESPONSIBILITIES:

- Holds the title and responsibilities as a Director on the Board of Directors
- Works with the President to develop and execute the company's financial strategy
- Assists the President developing financial plans and the forecast process
- Directs the preparation of all financial statements, including income statements, balance sheets, statement of cash flows, shareholder reports, tax returns, and governmental agency reports.
- Works closely with Sales and Operations in the comparisons of sales and profit projections to actual figures and budgeted expenses to actual expenses; suggests and makes or oversees any necessary adjustments to future projections and budgets.
- Works closely with Sales and Operations and our management team in the renewal process and monitoring the risk insurance program, including General Liability, Property, Workers Compensation, Offshore coverages, Auto, etc.
- Provides strategic recommendations to the President and members of the Leadership Team
- Advises on long-term business and financial planning
- Works with President and operational leaders in developing short-term and long-term CAPEX requirements
- Provides accurate and timely financial reports to Burckhardt's Divisional and Corporate Headquarters in Switzerland
- Establishes and develops relations with senior management, external partners, and stakeholders
- Responsible for managing banking relationships and reporting requirements

- Provides financial models and support for new product development, and manages mergers and acquisitions
- Supports the President with internal and external legal issues including contracts, claims and suits.
- Manages IT related activities in coordination with Burckhardt Global IT and local suppliers
- Manages vehicle purchases and dispositions
- Performs other related duties as assigned by the President

SUPERVISORY RESPONSIBILITIES:

- Provides leadership, direction and management of the finance and accounting team
- Hires, trains, supervises, motivates, and develops the finance and accounting team; oversees establishment of effective schedules and workflow
- Assigns objectives and monitors quality of work; assures conformance to organizational policies, procedures, and government regulations
- Keeps up to date on overall activities of the team, identifying problem areas and taking corrective actions.
- Coaches, supports, and challenges all departments financially within the organization

QUALIFICATIONS:

- Bachelor's degree (B.A./B.S.) in Business Administration, Accounting, or Finance required.
- MBA in Finance or Accounting preferred
- Certified Public Accountant designation preferred
- Ten years of experience in financial management required
- Proficient in database and accounting computer application systems

COMPETENCIES:

- Demonstrated proficiency in supervising and motivating subordinates
- Commitment to excellence and high standards
- Strong organizational, problem-solving, and analytical skills
- Ability to manage priorities and workflow

- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Proven leadership and business acumen skills
- Strong interpersonal skills.
- Ability to deal effectively with a diversity of individuals at all organizational levels.
- Good judgement with the ability to make timely and sound decisions
- Creative, flexible, and innovative team player

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Some travel required <5%