



Job Description

Title: Controller
Department: Accounting
Reports To: CFO

Location: Bozeman, Montana or El Paso, Texas with oversight of a plant in Mexico

Job Type: Full-Time

About Us: We are a leading injection molding manufacturing company committed to excellence in production, innovation, and operational efficiency. With facilities in the U.S. and Mexico, we provide high-quality solutions to a diverse client base across various industries.

Job Summary: The Controller will be responsible for overseeing the financial operations of our manufacturing facilities, ensuring accurate reporting, compliance, and effective cash flow management. This role will play a key part in financial strategy, accounts management, and human resources functions, particularly in vetting and securing health insurance options for employees. The ideal candidate will have 3-5 years of experience in a similar role, preferably within the manufacturing sector, and will be comfortable working with operations in Mexico.

Key Responsibilities:

Financial Management & Reporting:

- Oversee all financial aspects of the company's operations, including the plant in Mexico.
- Manage and execute month-end close processes, ensuring accurate financial statements and reconciliations.
- Develop and maintain financial policies and procedures to ensure compliance with U.S. and Mexican accounting regulations.
- Monitor and analyze financial performance, providing reports and recommendations to leadership.
- Maintain an effective cash flow strategy to optimize working capital.

Accounts Payable & Receivable:

- Supervise accounts payable and accounts receivable functions to ensure timely payments and collections.
- Implement and enforce credit policies to minimize financial risk.
- Work closely with customers and vendors to maintain strong financial relationships.

Budgeting & Forecasting:

- Develop and manage annual budgets and financial forecasts.
- Identify cost-saving opportunities and operational efficiencies.
- Provide financial insights to support business decision-making.



Human Resources & Compliance:

- Oversee payroll processing and ensure compliance with U.S. labor laws.
- Vet and obtain health insurance policies for employees, ensuring competitive and compliant coverage.
- Assist with hiring, onboarding, and HR policy implementation.
- Ensure compliance with tax regulations, audits, and financial reporting standards in both countries.

Operational Support:

- Work closely with plant management to align financial strategies with operational goals.
- Assist in cost accounting, inventory management, and pricing strategies to enhance profitability.
- Collaborate with external auditors and tax consultants to ensure financial accuracy and compliance.

Qualifications & Experience:

- Bachelor's degree in Accounting, Finance, or a related field; CPA or CMA preferred.
- 3-5 years of experience in accounting or financial management, preferably in a manufacturing environment.
- Knowledge of U.S. GAAP and Mexican financial regulations.
- Experience with ERP/accounting systems (IQMS, SAP, NetSuite, QuickBooks, or similar).
- Strong analytical and problem-solving skills.
- Bilingual in English and Spanish preferred.
- Excellent communication and leadership skills.
- Ability to travel occasionally to the plant in Mexico.

What We Offer:

- Competitive salary and benefits package.
- Opportunity to work in a dynamic and growing company.
- Professional development and career advancement opportunities.
- A collaborative work environment with a focus on continuous improvement.

If you are a results-driven financial professional with a passion for manufacturing and international operations, we invite you to apply for this exciting opportunity!

Mental and Physical Demands

- Work is performed in a traditional office setting with controlled temperatures and occasional and low to moderate noise levels.
- Occasional visits to the production floor may be required where noise levels range from moderate to very loud. Hearing protection is required in designated areas.



- Work requires prolonged sitting at a desk and using a computer.
- Occasional walking between departments and on a concrete production floor.
- Ability to climb stairs as needed.
- May require occasional lifting of up to 10 lbs. and infrequently up to 25 lbs.
- Exposure to noise levels ranging from low (office) to high (manufacturing floor); hearing protection is required when in designated areas.
- May involve occasional exposure to chemicals and machinery, with appropriate safety precautions.

Cognitive & Communication Requirements

- Ability to analyze financial data, develop reports, and communicate findings clearly.
- Ability to manage multiple priorities, deadlines, and problem-solve in a fast-paced environment.
- Effective verbal and written communication skills for interaction with colleagues, vendors, and leadership in person and on the phone.

Safety Expectations

- Follow company safety protocols and procedures.
- Report occupational injuries, illnesses, or near misses immediately.
- Participate in required safety training and accident investigations as needed.
- Identify and report unsafe conditions to the appropriate supervisor.

Note: If the applicant does not possess the above minimum qualifications, PDM may still consider the applicant if they have other qualifications (some combination of education, training, and professional experience) that renders the applicant a qualified candidate for this position.

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

After reading this job description, as of this date would you require any accommodation to perform these duties? No or Yes

Printed Name: _____

Employee’s Signature: _____ **Date:** _____



Supervisor or HR Signature: _____ **Date:** _____

Copy given to Employee