



www.delta-gear.com
1-734-525-8000

Job Description – Controller

Delta Gear is an AS9100 and ISO9001 registered facility which manufactures precision gears, shafts, splines, carriers, housings, gages, master gears & other geared components and gearbox assemblies. In addition, we provide contract gear and CMM inspection services. We are also a NADCAP approved non-destructive testing facility and currently provide Magnetic Particle Inspection (MPI) and Nital Etch.

Controller Job Responsibilities:

Maximizes return on financial assets by establishing financial policies, procedures, controls, and reporting systems.

Controller Job Duties:

- Guides financial decisions by establishing, monitoring, and enforcing policies and procedures.
- Protects assets by establishing, monitoring, and enforcing internal controls.
- Monitors and confirms financial condition by conducting audits; providing information to external auditors.
- Maximizes return, and limits risk, on cash by minimizing bank balances; making investments.
- Prepares budgets by establishing schedules; collecting, analyzing, and consolidating financial data; recommending plans.
- Achieves budget objectives by scheduling expenditures; analyzing variances; initiating corrective actions.
- Provides status of financial condition by collecting, interpreting, and reporting financial data.
- Prepares special reports by collecting, analyzing, and summarizing information and trends.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; filing financial reports; advising management on needed actions.
- Ensures operation of equipment by establishing preventive maintenance requirements and service contracts; maintaining equipment inventories; evaluating new equipment and techniques.
- Works closely with tax consultant in preparing annual tax returns
- Maintains financial staff by recruiting, selecting, orienting, and training employees.
- Maintains financial staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Protects operations by keeping financial information and plans confidential.
- Contributes to team effort by accomplishing related results as needed.