

**Date:** July 10, 2024

**Title:** Financial Director

**Duties:** Oversee all financial operations and direct corporate financial planning and structure. Set up vision/strategy for company development. Provide financial analysis and guidance on all activities, plans, targets and business drivers. Prepare/oversee the monthly reconciliation of the company's bank accounts. Prepare company's consolidation reports on quarterly/annual basis. Monitor cash flow, accounts, and other financial transactions. Supervise finance teams in the facilitation of day-to-day operations, including tracking financial data and invoicing payroll. Contract auditing services to ensure financial monitoring is up-to-date. Oversee and develop the company's business System Infrastructure, including IT (network and security), ERP (process enhancements and new modules expansions), and BI (data warehouse and reporting) systems. Maintain a policy manual. Oversee corporate and human resource activities including employee benefits, retirements plans, corporate insurance and related activities.

**Requirements:** Bachelor's of Science in finance, economics, business administration, or a related field. Two (2) years of work experience in a similar position.

**TRAVEL:** The position requires a trip of one week every month to company branches in Houston, TX and Pottstown, PA to monitor sales and distribution processes and one week per year to foreign parent company, Tintoretto, SRL, in Italy to attend board meetings and report on the financial performance.

**Special Skills:** At least one (1) year of demonstrable working experience with NAV ERP and Qlik Sense BI Software.

**Hours:** Monday – Friday, 8AM – 4:30PM (30min lunch break)

**Send resume to:** Mike SMITH, Accounting & HR Manager, at [m.smith@elbiofamerica.com](mailto:m.smith@elbiofamerica.com)

**Place of Employment:** 1210 N Red Gum St, Anaheim, CA 92806- Tel: (714) 674-0590