



## CONTROLLER POSITION

*March 28, 2011*

### **EDT Company Overview:**

- EDT is a bio-industrial company that employs biologically produced enzymes from renewable resources to solve traditional industrial problems.
- EDT's mission is to be the worldwide leader in providing enzyme-based solutions to problems and opportunities of the pulp and paper industry. EDT is committed to the concept that enzymes provide the best alternative for addressing issues for an industry based on natural materials.
- EDT was founded in 1994, is headquartered in Norcross, GA, and sells internationally to a variety of pulp and paper manufacturers.
- EDT is a value-added manufacturer of customized enzyme-based treatments which improve upon or replace traditional chemistries and have superior performance and environmental benefits.
- EDT offers customized applications to reduce total mill costs, improve pulp quality, streamline mill operations, and enable environmental compliance.

### **Job Description:**

The Controller reports to the CFO and will be directly responsible for the general accounting, property accounting, internal auditing, cost accounting, and budgetary controls. The Controller's role will include a wide variety of activities as outlined below.

- Daily management of all accounting activities including AR, AP, Collections, Billing, Fixed Assets, and Inventory
- Direct monthly closing, periodic forecasts, and annual budgeting process
- Manage forecasting, performance tracking, and variance analysis
- Ensure subsidiary operations reporting for the US is consolidated and completed in a timely manner
- Ensure high quality and timely financial information reporting to upper management
- Maintain effective internal control environment
- Manage activities of accounting staff and provide training and guidance to properly develop their accounting skills
- Perform cost analysis to assist with pricing strategies and estimating
- Oversee the Information Technology function
- Maintain/manage CPA relationships
- Perform other duties as required by departmental and business requirements

## **EDT CONTROLLER POSITION – *Continued***

### **Qualifications:**

#### Education/Experience:

- BA/BS in Accounting
- CPA (or CMA) is strongly preferred
- 5+ years supervisory/management experience
- 3+ years general ledger/staff accounting and cost accounting and 2+ years as Plant Controller
- Manufacturing/cost accounting experience is essential
- A minimum of 2 years experience in accounting for multi-national organizations including work in multiple currencies
- Written/reviewed contracts for clients/vendors/employees
- HR and legal related experience beneficial
- Experience in a smaller office environment helpful (<50 employees)
- Demonstrated ability to define problems, collect data, and draw valid conclusions

#### Required Knowledge, Skills and Abilities:

- Key skills
  - Ability to maintain the highly confidential nature of financial work
  - Keen eye for detail and quality
  - Excellent organizational skills
  - Capable of “hands-on” approach at all levels of organization
- Technical skills
  - Extensive knowledge of accounting and financial procedures
  - System software knowledge of Quantum Accounting by Sage
  - Advanced proficiency with word processing, spreadsheet, presentation and database programs
  - Ability to write reports, business correspondence and procedure manuals
  - Ability to effectively present information to managers and clients
  - Effective email/voice mail communication
  - Internet proficient
- Interpersonal skills
  - High degree of professionalism, maturity and confidentiality
  - Ability to work equally well with all organization levels
  - Work well alone and in groups
  - Listening – understanding issues and concerns
- Personal management skills
  - Entrepreneurial spirit, ability to wear many hats – from high level responsibilities down to tactical duties
  - Drive to see projects to completion
  - Time management; ability to multi-task
  - Project/process management
  - Goal versus task orientation
  - Tenacity to create value

## **EDT CONTROLLER POSITION – *Continued***

### **Compensation Package:**

- A career with a team who share a common purpose, work hard, have fun, grow professionally, and exude an entrepreneurial spirit
- Monetary compensation is set on par with equivalent career options, however, bonuses and options present the opportunity for considerably higher reward based on individual and company performance
  - Base salary is commensurate with position, skill level and experience
  - Potential bonus linked to individual and company performance
  - Annual grants of EDT options linked to his/her total compensation level
- Health insurance package including medical, dental, disability and life insurance
- Retirement plan (SIMPLE IRA)
- Conference luncheons
- Employee Assistance Program (EAP)

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Please see our web site at [www.edt-enzymes.com](http://www.edt-enzymes.com) and send your resume with a cover letter to [controller@edt-enzymes.com](mailto:controller@edt-enzymes.com).