

Job Description Form



TITLE:	<u>Finance Manager</u>
Shift:	1 st shift
Department:	Accounting / Finance
Labor Grade:	Exempt
Posted:	February 15, 2012
Posting Closes:	March 15, 2012

All Candidates must submit (in Word or PDF format)

- Resume
- Cover letter (stating how you found out about job opening)

Internal Candidate must also submit

- Request For Transfers(RFT) signed by current supervisor

CNH Reman L.L.C.
Director of Human Resources and Safety
Candida Deckard

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Job Description Form



Job Title: Finance Manager		Job Code: A-F-0001	
Job Family: Accounting	Sub Family: Finance	Job: Finance	
Reports to (Title): Chief Financial Officer		EEO Category: Administrative Support	Location: CNH Reman Springfield, MO
Grade: Exempt	FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	# of Positions: <u> </u> 1 # of Direct Reports: 0	Organization Chart: (Required) <input checked="" type="checkbox"/> Attached
PRIMARY FUNCTION: Briefly describe in one or two sentences the purpose of this position.			
<ul style="list-style-type: none"> Provide CNH Reman Finance support as the Assistant to the Chief Financial Officer. Interact with internal business functions and outside service providers to ensure delivery of financial information in a timely and accurate manner 			
DIMENSIONS: Quantitative measures as related to the position (i.e. sales volume, volume of production, volume of purchases, production value).			
<ul style="list-style-type: none"> Lead the approval of financial data including P&L, Balance Sheet and KPI reports of business plans, budgets and forecasts 			
ESSENTIAL RESPONSIBILITIES: Describe the top three to five key job responsibilities and expected end results.			
<ul style="list-style-type: none"> Partner with internal operating management in functions such as manufacturing, sales and marketing, human resources, product development, supply chain and quality/warranty to develop financial reports for variances from forecasts and budget, to develop cost/benefit analyses and to provide recommendations to improve sales and/or profit Oversee financial institution relationships. Draft and negotiate banking agreements and service fees. Support long term capital markets activities including debt financing to ensure adequate liquidity for working capital, capital expenditures, acquisitions, and general corporate purposes Partner with internal and external tax matter experts to prepare federal, state, or local tax returns. Compute taxes owed according to prescribed rates, laws, and regulations Advise management regarding effects of business activities on taxes, and on strategies for minimizing tax liability Lead business development activities including researching market conditions and developments within industry and with competitors, assisting in strategy development, carrying out financial modeling using valuation discounted cash flow analysis, return on investment and payback, assisting acquisition due diligence and identifying synergies & costs savings Provide periodic support to the general accounting function, which includes inter-company accounting, reconciliations, financial reporting, financial statement management, compliance with internal controls, policies and procedures, technical accounting guidance, system design/validation and internal and external audit Prepare financial presentations for the Board of Directors, operating reviews, financial institutions and other parties Interact with joint venture partners CNH and SRC and provide financial information and analyses as requested 			
JOB SPECIFICATIONS			

Job Description Form



Impact: Provide one to three typical examples of decisions made or actions taken that have had or will have direct impact on the organization (i.e. revenue, plant productivity, unit business development goals)

- Manage all cash management functions including cash, wires, account funding, as well as, forecasting interest expense and income.

Communication: List the types of individuals this position regularly communicates with, both internally and externally (i.e. customers, suppliers, regulatory agencies), and describe the nature of the communication (i.e. information exchange, influence and negotiate).

- financial institution, KPI, CNHR Directors

Requirements (including minimum education & years of experience):

- Bachelors Degree required, with a focus in Finance and Accounting preferred
- Master’s Degree in Accounting, Finance, or Business a plus
- CPA, CMA or other Accounting/Finance Certification highly desired and a plus
- Minimum of 7+ years diverse finance and/or accounting experience required, preferably in a global manufacturing environment or in public accounting firm supporting manufacturing clients
- Demonstrated strong understanding in all pertinent areas of finance and accounting including: Planning and Analysis, Accounting and Control, Tax, Treasury, Business Development and Project Management
- Demonstrated strong analytical, organizational and problem solving skills
- Demonstrated experience communicating complex financial information with all levels
- Demonstrated advanced Microsoft Office including Excel and Power Point skills required
- Able to work under minimal supervision, perform numerous ad hoc analysis, and work with a flexible schedule
- Ability to clearly communicate with CNH and SRC Business Units, Corporate personnel, Senior Management and Outside Service Firms
- Ability to work in an environment that demands a sense of urgency; able to anticipate and adapt to changes in the business environment
- Demonstrated ability to successfully multi-task, detail oriented with ability to see the big picture.
- Executive management exposure which requires the individual to demonstrate poise, presence, drive, and a dynamic personality

Travel Requirements: **Physical Requirement Template (Required):** Attached

Travel (domestic international)

Ability to travel by airplane **Desired Behavioral Competencies (Not Required):** Attached

Ability to drive a motor vehicle

Expected % of Time:

PREPARED BY: Jason Leone	TITLE: Chief Financial Officer
LAST UPDATED: 2/14/2012	DATE REVIEWED: 2/14/2012

NOTE: This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, responsibilities or physical requirements of the incumbent. Incumbent may be asked to perform other duties as required.

Job Description Physical Demands Form

Job Description Form



This information is needed to provide us with a detailed description of the position's physical job duties in order to determine that the applicant/ employee is capable of fulfilling these duties upon accepting/ or returning to the position.

Job Title:

Department:

Physical Demands

Hours at One Time

Total Hours per Day

	0	<1/2	½ -1	1-2	2-4	<1	1-2	2-4	4-6	6-8
Sitting: Particularly for sustained periods of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking: Particularly for long periods.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing: Particularly for sustained periods of time.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending neck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting neck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending waist: Forwards or sideways.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting waist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting: Crouching or sitting on heels.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing: Ascending or descending ladders, scaffolding, ramps, poles, other devices.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling: Bending legs at knees to come to rest on one or both knees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling: Moving about on hands and knees or hands and feet.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or upward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling: Using upper extremities to exert force in order to draw, drag, or haul objects	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery, or erratically moving surfaces.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing stairs: Ascending or descending stairs to gain access to a building or to move from one floor to another.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling hand over hand: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Required movement : Hands constant for 15 minutes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Precision grasping: grip object with only fingers, e.g. holding a pencil	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Power grasping: grip object with both palm and fingers, e.g. holding a hammer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Fine manipulation: picking, pinching, typing, or otherwise working primarily with fingers rather than the whole hand.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach above shoulder height	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach below shoulder height	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/ carry items weighing up to 10 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/ carry items weighing 11 – 25 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/ carry items weighing 26 – 50 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/ carry items weighing 51 – 75 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/ carry items weighing 76 – 100 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/ carry items weighing over 100 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forklift	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Job Description Form



Scissorlift

Required movement: Feet: Any foot movement required to operate a machine/ equipment (e.g. pedals)

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Visual Requirement: (e.g. Ability to see and read Pc screens, detect color coding, read fine print, and/or normal type size print)

Hearing Requirement: (e.g. Ability to detect specific noises, proper equipment operation; understand what clients are saying in normal conversation)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Environmental Demands (Please check all that apply)

Extreme cold: below 32°

Extreme heat: above 100°

Work in confined spaces

High noise levels: need to shout to be heard

Vibration: exposure to oscillating movements of the extremities or whole body

Exposure to gas/ dust/ steam/ chemicals

Work outdoors: no effective protection from weather

Walking in uneven ground: gravel, rocks, mounds

<input type="checkbox"/>	Work in high places: such as on scaffolding or ladders	<input type="checkbox"/>
<input type="checkbox"/>	Working around moving machinery: forklifts, tractors, mowers	<input type="checkbox"/>
<input type="checkbox"/>	Exposure to non-harmful fumes	<input type="checkbox"/>
<input type="checkbox"/>	Protective Equipment Required	<input type="checkbox"/>
<input type="checkbox"/>	<ul style="list-style-type: none"> • Respirator <input type="checkbox"/> • Ear plugs <input type="checkbox"/> • Other (please describe): <input style="width: 200px;" type="text"/> 	<ul style="list-style-type: none"> • Face mask <input type="checkbox"/> • Eye ware <input type="checkbox"/>
<input type="checkbox"/>	No environmental demands <input type="checkbox"/>	

Jason Leone

Date:

Chief Financial Officer

2/14/2012