**Job Description: Chief Financial Officer**

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**Classification: Exempt | Salary | Full-time**

**Career Group | Family | Pathway | Level:**

**Finance | Accounting | Leader | Chief Officer**

**Reports To: General Manager**

**Department Administration**

**Summary/Objective:**

Pro Star Aviation is an advanced industry leader in aircraft maintenance, avionics, installation, aircraft modification, customer engineering, and certification. We are driven to provide innovative solutions, quality craftsmanship, and best-in-class customer service while maintaining the highest level of integrity. We earn our outstanding reputation in the business aviation industry every day. The Chief Financial Officer (CFO) is responsible for overseeing the financial operations of the company(s), ensuring its financial health and long-term sustainability. The CFO will lead financial planning, risk management, record-keeping, and financial reporting while aligning financial strategies with the overall business goals. This role is particularly crucial in a manufacturing and production environment, where cost control, budgeting, and financial forecasting play a significant role in profitability and efficiency.

**Essential Functions:**

* Manage and lead a finance team, including overseeing daily financial operations and tasks.
* Develop and implement financial strategies to drive profitability and growth.
* Oversee financial planning, budgeting, and forecasting processes.
* Monitor financial performance, analyze key metrics, and provide insights to senior management.
* Manage cash flow, working capital, and cost optimization efforts.
* Ensure compliance with regulatory requirements, tax laws, and industry standards.
* Direct accounting, finance, and audit functions, ensuring accuracy and efficiency.
* Assess and manage financial risks, including investments, capital expenditures, and cost structures.
* Lead financial reporting and present financial statements to stakeholders.
* Develop and maintain relationships with banks, investors, and financial institutions.
* Drive process improvements and technology implementation to enhance financial operations.
* Collaborate with the operations team to optimize production costs and efficiency.

**Required Education and Experience:**

* Bachelor’s degree in finance, Accounting, or related field; MBA or CPA preferred.
* Minimum of 10 years of experience in financial leadership roles, preferably in the manufacturing or production sector.
* Strong knowledge of financial management principles, cost accounting, and manufacturing processes.
* Proficiency in financial software and tools (e.g., Excel, ERP systems, etc.).
* Excellent analytical, strategic planning, and decision-making skills.
* Effective communication and interpersonal abilities for collaborating with diverse teams.
* Leadership skills with the ability to mentor and develop finance team members.
* In-depth knowledge of compliance regulations, tax laws, and financial reporting standards.
* Proven track record of strategic financial planning and analysis.
* Adaptability to fast-paced environments and changing priorities.

**Preferred Education and Experience:**

* Previous experience using Quantum Control (ERP System)

**Supervisory Responsibility:**
Direct supervisory responsibility including the authority to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward or discipline subordinate employees or effectively recommend such actions.

**Work Environment:**
Works in a clean, air-conditioned office space, free of noise, dust, and humidity.

**Physical Demands:**
While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear. Occasional lifting of light items required. No specific vision requirements.

Objects weighing 70 pounds or more must be accompanied by a second individual to avoid injury.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**Travel:**
Limited (<5%)

***Please note that this Job Description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.***

**Signatures:**

Manager/Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee signature below constitutes the employee’s understanding of the requirements, essential functions, and duties of the position.**

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_