



Are you a seasoned finance professional looking to make a change? Are you looking for a great, locally-owned business with a strong history, a great team, and steady growth? Are you looking for a long-term career with opportunities for personal development and professional advancement? Join our team as Vandor's Director of Finance!

At Vandor, we are committed to ensuring all employees are part of a culture that is all about YOU. Vandor offers competitive pay and provides a fast-paced, low-stress, friendly environment where you will have the opportunity to make a difference, day in and day out.

JOB SUMMARY:

Directs or coordinates finance, tax, insurance and legal activities of all Vandor divisions, subsidiaries and affiliates under management. The position reports to the Vandor CEO and is based in Richmond, Indiana.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- The Director of Finance role encompasses responsibilities for finance, tax, insurance and legal activities for the corporation. The role will:
 - Establish and maintain effective internal controls and risk-management protocols.
 - Manage third-party landlord leases and titles of owned real estate in coordination with the Corporate Secretary.
 - Assess and maintain legal compliance with all applicable regulations.
 - Ensure internal capital project requests are reviewed, approved and annually audited, with results reported to the Board of Directors.
 - Banking and Credit:
 - Provide financial information for the Board of Directors and lenders/credit agencies.
 - Work with lenders/bankers to support Vandor's strategic acquisition opportunities, regular liquidity, operations and capital budget requirements.
 - Manage cash and investments in coordination with other executives.
 - Insurance:
 - Manage all periodic Vandor service providers for various insurances and benefits needs.
 - Ensure periodic warranty and insurance inspections occur to support insurance underwriting.
 - Tax:
 - Evaluate annual property tax reassessments, abatements, and training grant applications.
 - Customers and Suppliers:
 - Manage large and long-term customer and vendor contracts.
- The Director of Finance is part of the Vandor Strategy team. As such, the Director of Finance will:
 - Formulate and administer company policies and aid in developing long-range finance goals.
 - Participate in talent recruitment.
 - Support continuous safety, quality and productivity improvement in all areas of Vandor.
 - Educate the Board of Directors and leadership teams about finance and insurance matters.
 - Calculate actual and forecasted returns and operating ratios for operational leaders and the Board.
 - Ensure annual replacement capital appraisal valuation is performed and validated by CPA firm.
 - Support the promotion of customer focus throughout Vandor.

- The Director of Finance is an *ex officio* member of the Board of Directors of Vandor. As such, the Director of Finance will:
 - Maintain awareness of all major activities, including major customers, suppliers and teams.
 - Serve as a standing member of the audit committee with customary duties.
 - Validate all budgets to the leadership and Board of Directors.
 - Support the Board of Directors with executive compensation data.
- Perform other duties as may be required.

QUALIFICATIONS:

- The Vandor culture is one of high personal and business integrity. The company values strong character and leadership that is confident, courageous, honest, fair, transparent and empathetic as to interpersonal relationships. We are concerned with our fellow colleagues and neighbors and value teamwork highly.
- Vandor is looking for a candidate who works very well with a team of talented colleagues and is comfortable with debate and consensus building for determining short- and long-term goals and tactical decision-making. This Board-level position will involve a breadth of participation in areas such as the competitive environment, benchmarking, business growth and customer acquisition.
- This position will challenge the candidate's skills and interests in both tactical decision-making and strategic thinking coupled with the ability to implement plans both individually and through teams. Risk and ambiguity are a part of the environment requiring thoughtful mitigation plans and actions.
- The candidate will have excellent communication skills, both internally with complex information and externally with community stakeholders, and should also possess the ability to multi-task efficiently.
- The candidate will have the ability to review, analyze and prepare financial documents and reports to identify trends, risks, weaknesses and other pertinent information.
- The candidate will have knowledge of (or the ability to learn) the SysPro accounting system as well as proficiency in the Microsoft Suite, specifically Microsoft Excel.

EDUCATION and/or EXPERIENCE:

The ideal candidate will have a Bachelor's in Finance and a minimum of 5 years of related experience in a manufacturing environment. Also, Masters in Business Administration (MBA) or Accounting degrees with suitable experience will be considered.

RELOCATION and TRAVEL:

Relocation is negotiable. Occasional travel should be expected.

BENEFITS:

Vandor is proud to offer the following benefits: incentive compensation; medical, dental and vision insurance with low premiums; the option to utilize a Health Savings Account with annual employer contributions. Vandor also offers paid vacation, long-term disability, company-paid life insurance, and optional supplemental life insurance. Once an employee meets the eligibility requirements, we offer a 401K with a company match up to \$3,000 annually. We observe 10 paid holidays, including your birthday.

DESCRIPTION OF VANDOR:

We just celebrated our 50th year anniversary! Vandor has been in business since 1972 and currently has over 200 employees, primarily located in three manufacturing and warehousing facilities in Richmond, Indiana along with distribution centers in several states. Vandor is a \$50 million plus, privately-held manufacturer, headquartered in Richmond, Indiana and comprising two main business lines: plastic components and assemblies, and funeral products. The Plastics Division produces injection-molded parts and assemblies for the wire and cable, automotive and other industries. The funeral products division serves North American casket manufacturers and distributors and sells direct to funeral homes. The company has enjoyed steady growth and offers employees competitive salaries, benefits and,

importantly, great development opportunities. Nearby metropolitan centers include Cincinnati, Ohio, Indianapolis, Indiana and Dayton, Ohio. Lifestyle opportunities span the full range from the quiet and very affordable rural and small-town intimacy and comfort to the energy of nearby metropolitan areas within a reasonable commuting distance. To learn more about Vandor, please visit www.vandorcorp.com or contact us for more information. We would love to speak with you about joining our team!

Note: Because Vandor values its privacy, candidates for this new position may learn more about Vandor after signing a nondisclosure agreement.

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