



## JOB ANNOUNCEMENT

**JOB TITLE:** HR Manager  
**SUPERVISOR:** Tom Bachinski  
**LOCATION:** Simpson Electric Company, Inc.  
**POST DATE:**  
**CLOSING DATE:** 12/31/22

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### General Description:

HR Manager at Simpson Electric Company, Inc. is a key position on the management team. The primary responsibility of this position is to manage and oversee Human Resource duties ensuring that the Human Resource/Personnel process management, integrity, and confidentiality are maintained. This individual will be responsible for the human resource function's management and performance, including recruitment, scheduling, performance reviews, career tracks, disciplinary actions, time and attendance recording, support payroll, and establishing training/development activities. recruitment and employment processes including, selection, interviewing, reference checking, and applicant source development. Responsible for coaching, counseling, and mentoring employees to achieve enhanced performance, employee satisfaction, and employee career development. Responsible for communicating with administration, managers, and associates changes and enhancements concerning the Human Resource/Personnel department procedures and processes. Perform other duties as assigned.

### Qualifications:

- A. EDUCATION:** Bachelor / Associates Degree in Human Resources or other related discipline indicating proven HR experience.
- B. EXPERIENCE:** Five (5) years of progressively responsible experience in Human Resources with exposure to compliance, HRIS, payroll, recruitment, and Human Resource programs and processes and process improvement activities is required. Prior managerial/supervisory experience managing people, work teams, and projects is required. Experience in a Native American business environment is preferred.

**Salary:** Commensurate with education and/or direct experience.

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be

located on our website or are available at the Simpson Electric Company, Inc. - Reception Desk. Please submit your application materials along with a resume to:

Simpson Electric Company, Inc  
Attn: Tom Bachinski  
520 Simpson Avenue  
Lac du Flambeau, WI 54538  
715-588-3311  
Email: [tbachinski@simpsonelectric.com](mailto:tbachinski@simpsonelectric.com)

Native American preference will be applied to the hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal-opportunity employer with preference given to qualified Native American applicants by federal law and tribal policy.



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**JOB TITLE:** CHIEF FINANCIAL OFFICER

**REPORTS TO:** CHIEF EXECUTIVE OFFICER

**SUMMARY/OBJECTIVE:** The chief financial officer position is accountable for the administrative, financial, and risk management operations of the company, to include the development of a financial and operational strategy, metrics tied to that strategy, and the ongoing development and monitoring of control systems designed to preserve company assets and report accurate financial results.

**ESSENTIAL FUNCTIONS:** Specific duties include, but are not limited, to the following:

**Planning**

- Assist in formulating the company's future direction and supporting tactical initiatives
- Monitor and direct the implementation of strategic business plans
- Develop financial and tax strategies
- Makes recommendations to the CEO and Board of Directors for internal control policies
- Implements and follows internal control policies to protect the assets of the Corporation
- Manage the capital request and budgeting processes
- Develop performance measures that support the company's strategic direction

**Operations**

- Participate in key decisions as a member of the executive management team
- Maintain in-depth relations with all members of the management team
- Manage the accounting department
- Oversee the financial operations of subsidiary companies
- Manage any third parties to which functions have been outsourced
- Oversee the company's transaction processing systems
- Implement operational best practices
- Oversee employee benefit plans, with particular emphasis on maximizing a cost-effective benefits package
- Supervise acquisition due diligence and negotiate acquisitions

**Financial Information**

- Oversee the issuance of financial information
- Personally review and approve all filings with Federal and State agencies
- Report financial results to the Board of Directors and Tribal Council

**Risk Management**

- Understand and mitigate key elements of the company's risk profile
- Monitor all open legal issues involving the company, and legal issues affecting the industry
- Construct and monitor reliable control systems
- Maintain appropriate insurance coverage
- Ensure that the company complies with all legal and regulatory requirements

- Ensure that record keeping meets the requirements of auditors and government agencies
- Report risk issues to the CEO and the Board of Directors
- Maintain relations with external auditors and investigate their findings and recommendations

#### **Funding**

- Monitor cash balances and cash forecasts
- Arrange for debt and equity financing
- Invest funds
- Invest pension funds

#### **Third Parties**

- Participate in conference calls with the investment community
- Maintain banking relationships
- Represent the company with investment bankers and investors

**OTHER DUTIES:** Please note 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.

#### **EXPECTATIONS/ABILITIES:**

- Possess superior written and verbal communication skills.
- Possess effective time-management and organization skills.
- Ability to be proactive, self-motivated, and self-directed.
- Ability to operate calmly in a fast-paced environment.
- Ability to work well under pressure.
- Ability to navigate multiple computer software programs and applications.
- Ability to work and collaborate in a team environment.
- Perform all duties with acute attention to detail.
- Maintain a high level of confidentiality.
- Ability to solve problems independently.

**SUPERVISORY RESPONSIBILITY:** This position oversees the Accounting Department.

**WORK ENVIRONMENT:** This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

**PHYSICAL DEMANDS:** 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. While performing the duties of this job, the employee is regularly required to talk and hear. This is a largely sedentary role; however, standing, sitting, walking, bending, and being able to lift 50 pounds safely is required.

**POSITION TYPE/EXPECTED HOURS OF WORK:** This is a full-time position. Days and hours of work are primarily Monday through Thursday, 6:00 am to 4:30 pm.

#### **REQUIRED EDUCATION AND EXPERIENCE:**

- Bachelor's/Associates degree in accounting or business administration
- 5+ years of management experience in the accounting and finance field.
- Previous experience in partnering with an executive team.

#### **PREFERRED EDUCATION AND EXPERIENCE:**

- Master of Business Administration in Finance and/or the Certified Public Accountant or Certified Management Accountant designations.

**OTHER DUTIES:** Please note 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.

**REQUIRED PRE-EMPLOYMENT SCREENING:** Simpson Electric Co. Inc. is committed to a drug-free workplace. To qualify for this position, applicants must agree to pre-employment drug screening and potential random testing, as required thereafter.

**HOW TO APPLY:** Please complete the application and attach notarized form to be considered for this position.

