



# Job Description for: Controller

Location: Elberton, GA

Duration: Full Time

## MAJOR RESPONSIBILITIES:

- Primary responsibility is to assist with the preparation of financial statements and support schedules according to corporate time lines
- Monthly journal entries
- Assist with the monthly close procedures
- Prepare account reconciliations (cash, liabilities, fixed assets, payroll accruals) and supporting sub-ledgers
- Research and resolve account reconciling items
- Support other team members as necessary
- Other projects as assigned
- Review and verify invoices and check requests
- Reconcile accounts payable transactions
- Prepare analysis of accounts
- Monitor accounts to ensure payments are up to date
- Research and resolve invoice discrepancies and issues
- Maintain vendor files
- Produce monthly reports
- Assist with month end closing
- Provide supporting documentation for audits
- Maintain receivable and payable accounts

## QUALIFICATIONS:

- Recent college graduates encouraged to apply
- 4 year Accounting degree required
- Previous accounting work experience preferred
- Must be highly detail oriented and organized
- Excellent communication and interpersonal skills with a customer service focus
- Ability to act and operate independently with minimal daily direction from manager to accomplish objectives
- Proficiency with email and Microsoft Office application; especially Excel
- Ability to work cooperatively and collaboratively with all levels of employees, management, and external agencies to maximize performance creativity, problem solving, and results



## Job Description for Mechanical Engineer

The Mechanical Designer is responsible for producing detailed design drawings (plan, elevation, sectional views, etc.) and written specifications for Hailo Wind Systems supplied equipment and mechanical systems, including required calculations and selection of materials for construction. Duties also include interpretation and incorporation of client specifications, review of vendor and client data/drawings, and specification of vendor supplied equipment and inspection of equipment and field installations. The Mechanical Engineer works directly with Project teams and Engineers from other disciplines to execute projects, and will interact with counterparts in affiliate companies.

The Mechanical Engineer shall be responsible for, but not limited to, the following:

- Produce detail design drawings using 2D/3D CAD software package.
- Produce specifications for Hailo Wind systems for elevators, ladders and other climbing access equipments.
- Perform detail engineering calculations as needed.
- Responsible for managing drawing revisions and BOMs in ERP systems.
- Monitor progress, comply with quality and schedule requirements, and maintain records of engineering assignments.
- Support of the procurement effort for equipment, fabrications and services purchased directly by the company.
- Provide technical support in meetings with customers, product engineers, vendors and others.
- Assure that components and systems designs are selected which optimize efficiency and profitability.
- Development of standard details and specifications.
- Review of vendor supplied data and drawings.
- Review and application of client specifications.
- Review new and developing technologies and equipment or related processes for possible application by the company.
- Provide field startup, operation and training services.
- Coordinate work interfaces with Production supervisors.
- Use computer programs to perform various engineering operations, conducts analyses and provided related data and information.
- Troubleshoot and resolve routine problems and assist in resolving more complex issues.
- Participate in and assist engineers involved in a variety of more complex engineering activities.
- Conformance to contract for all discipline engineering and material.
- Provide engineering support to Product Sales and Services Segment in response to inquiries, proposals and projects.
- Interact with clients and vendors throughout project duration.
- May perform inspection of equipment and field installations.
- May review of work of other team engineers, internal and external, to ensure quality.
- Seek ways to improve and promote quality and demonstrates accuracy and thoroughness. Adheres to quality standards.
- Maintain compliance with work instructions, standard practices, policies and procedures.
- Perform other related activities as requested.



**Required Skills:**

- Above average organization skills with the ability to multi task in an environment with changing priorities.
- Must facilitate good working relationships with peers.
- Ability to work as an individual contributor or in a team environment.
- Work with minimal direct supervision.
- Ability to make sound engineering and commercial decisions
- Strong mechanical, analytical and technical skills.
- Exhibits high degree of initiative.
- Able to climb Wind turbine towers up to 100 m high.
- Ability to travel domestically.

**Required Experience:**

- Bachelor's degree from four-year college or university
- Or, equivalent combination of education and experience
- Knowledge of 2D-3D modeling, Pro Engineer or equivalent CAD experience is required.
- Proficiency with Pro Engineer preferred.
- Proficiency with MS Office Software.
- Working knowledge of industry drafting standards.
- Experience requirements vary based upon the position level, considering candidates who have applicable skills for an entry-level role as well as experienced individuals (up to 3 years, preferably within the Elevator Industry).
- Technical competence in designing mechanical systems.

**Travel Requirements:** Minimum, 10-20% or as required