

Z-TEC, Inc. – Controller

Gail French, Controller, European Division
Controller's Department Plan



vision

Within the next five years, build an integrated accounting function at Z-TEC that provides complete accounting support services, management & business analysis and budgeting & forecasting to properly support Z-TEC at \$2 billion in revenue.



mission

Provide tools & information to manage growth... profitably!



objectives

- Increase gross margins from 38% to 45%.
- Identify and implement \$150k in cost saving projects.
- Close and issue monthly financial statements by the 15th of each month by September 30th.
- Reduce Z-TEC accounts receivable from 65 days to 55 days outstanding.
- Pay off line of credit by September 30th.



strategies

- Build a Z-TEC financial services team that can grow with Z-TEC by training/empowerment.
- Build a business mentality by providing training on fin. statements, budgets & forecasting.
- Increase gross profit by creating mgmt. reporting on non-billable time and material.
- Control expense by dept. budgets, use of policy, forecasting system, timely financials.
- Streamline acctg. process w/ operations dept. to minimize month end billing bottlenecks.
- Improve cash flow thru weekly AR collection monitoring and reduce billing errors.
- Streamline the payroll and HR process thru remote data entry and integrated systems.
- Eliminate duplicate data entry/manual reporting by consolidating to one operating system.
- Finance growth thru internal funds and bank debt; control expense/keep margins high.



action plans

- Build initial Financial Reportings, IS, BS, Dept. expense, sales repts. by February 28th.
- Streamline monthly closing procedure by February 28th.
- Train staff in new closing procedure by March 31st; complete job descriptions by April 30th.
- Build Banking System direct deposit to lockbox by Feb 28th.
- Build next year's budget analysis model by August 31st; finalized by September 30th.
- Investigate new payroll system w/HR systems by October 31st.
- Finished next year's budget by Dec 15th.