

MAG CANICA

4204 JUTLAND DRIVE
SAN DIEGO, CA 92117
USA

HIGH PERFORMANCE WIRELESS TORQUE SENSING



JOB DESCRIPTION

FINANCE AND OPERATIONS ASSOCIATE
Full-Time Position

COMPANY OVERVIEW

MagCanica, Inc., a leading provider of non-invasive torque sensor systems to the motorsport, aerospace, and energy sectors, is actively seeking new members to join our San Diego based team as we expect continued and sustained growth during 2024 and beyond. Since the company's inception, MagCanica has focused its efforts on the development and commercialization of its non-contact torque sensor technology, which is used to measure torque on high performance powertrains on racecars, rotorcraft, and turbines. MagCanica is the global market leader in motorsport torque sensing and powertrain performance monitoring across a variety of automotive racing series including Formula 1, Formula E, World Endurance Championship (WEC), IMSA, NASCAR, IndyCar, and Cross-Country Rally. Additionally, MagCanica provides hardware, support services, and technology to the US Navy, as well as Lockheed Martin (Sikorsky) and Vericor Power Systems. Leveraging its leading position in motorsport torque measurement and having established a proven track record in solving some of the most challenging torque measurement problems facing industry, MagCanica is poised to expand further in its existing markets, as well as into new markets such as electric and autonomous vehicles, and robotics and automation.

JOB DESCRIPTION & TYPICAL TASKS

1. ADMINISTRATIVE

- Communicate daily outgoing shipment information to customers and assist customers in troubleshooting customs clearance delays for outgoing international shipments
- Monitor incoming international customer shipments through customs clearance and troubleshoot any delays that occur
- Assist the Director of Operations in keeping MagCanica's Enterprise Resource Planning (ERP) software up to date by entering and updating, on a daily basis, client purchase orders, scheduling information, and inventory status
- Serve as redundancy for the Logistics & Administrative Specialist (who primarily handles client shipments) when he or she is out of the office by being fully trained in and capable of executing international shipments using FedEx, UPS, and DHL, preparing customs paperwork, and carefully packaging shipments
- Attend senior personnel meetings as needed to document discussions, capturing lessons learned and identifying action items and entering them into task lists and project management software

2. ACCOUNTING/FINANCIAL

- Review all bills and invoices for accuracy and make sure that the relevant charges are classified in the appropriate expense categories
- Gather electronic timesheets from all employees on a timely basis and check for their accuracy and completeness
- Execute electronic transfer from MagCanica's time keeping software to QuickBooks before the monthly accounting review with MagCanica's outside accountant
- Regularly collect and organize credit card receipts from all employees and review all receipts to ensure that the charges are classified in the appropriate expense categories

- Enter and reconcile accounting receipts for all employee credit cards before the monthly review with MagCanica's outside accountant
- Regularly, and in an organized and timely fashion, file all Company financial records, including credit card receipts, time sheets, expense reports, paid invoices, etc. Promptly follow up with vendors or employees for missing receipts or other needed paperwork
- Provide support in preparation for monthly and annual closings with MagCanica's outside accountant
- Process and review domestic and international travel and expense reports on a timely basis, ensuring compliance with company policies

3. *PURCHASING AND SUPPLY CHAIN*

- Promptly process and issue purchase orders using the Company's ERP system for various items needed to support the processing floor, manufacturing operations, and general facility needs
- Purchase items, including technical equipment or components, as needed, interacting with vendors and following up as necessary
- Gather information, obtain quotes, and recommend a chosen vendor for the purchase of major items, the shipment of certain pieces of machinery, or performance of certain office work: e.g. office upgrades or repair work, carpet cleaning services, or purchasing a new piece of office equipment
- Support MagCanica's manufacturing department with inventory planning and supply chain management efforts
- Update tracking spreadsheets in Excel quarterly after inventory hard counts have been performed to provide to management for analysis

4. *MARKETING AND HR*

- Periodically review Company's printed marketing materials (e.g. website, brochures, business cards, holiday cards) and make suggestions for improvements of existing materials or introduction of new materials and make sure there are sufficient supplies on hand at all times
- Help update and maintain the Company website, e.g. adding new Team members, updating News section, posting new job openings, etc.
- Maintain inventory of apparel items stocked for employees and vendors
- Help select gifts for Company clients and manage the Company's brand as reflected in the "look and feel" of our products, product packaging, user guidelines and instructions, spec. sheets, etc.
- Help update the Company's Employee Handbook, which contains information regarding the company's policies and various benefits (medical insurance, dental insurance, 401(k) Plan, 125 Flexible Spending Account, etc.)
- Support recruiting by screening candidate resumes, organizing interviews and associated travel, revising job descriptions, placing postings, and registering for career fairs
- Regularly organize company events to help build team spirit and maintain good morale including a monthly event such as a barbecue or a team lunch/dinner event or go-karting event, Christmas dinner, employee work anniversary celebration, etc.

JOB QUALIFICATIONS

Educational Requirements

The position requires a Bachelor's degree with at least 2 years of prior work experience, but outstanding applicants without prior experience will also be considered.

The Type of Person We Are Looking For

The successful candidate will possess a combination of high energy, a "can do" attitude, the ability to juggle multiple tasks and meet timelines and deadlines, and outstanding organizational skills. Additionally, the successful candidate will display strong interpersonal skills, good judgment, the ability to plan effectively, and a high comfort level with using computer software. In particular, detailed working knowledge of Microsoft Office (Word, Excel, Outlook, PowerPoint) is required. Prior knowledge of other software packages such as project management software (e.g. Asana, MS Project, ClickUp, Jira), Enterprise Resource Planning (ERP) software (e.g. SAP, Dynamics 365), and accounting software (e.g. Intuit QuickBooks) is desirable, though not a prerequisite. In general, being a self-starter, having a very strong attention to detail, displaying excellent organizational skills and possessing the concurrent ability to handle a number of different matters in different functional areas, are necessary for success in this position. The successful MagCanica Finance and Operations Associate is proactive, constantly double-checks his or her work, and follows up constantly and thoroughly with clients, suppliers, team members, and executives as needed to ensure completion of his or her tasks. The Finance and Operations Associate is expected to spend the majority of their time using independent discretion on matters of significance to the Company. This position is an in-person role, i.e. the Finance and Operations Associate will be expected to work full-time from MagCanica's San Diego facility during normal business hours.

COMPENSATION & BENEFITS

For this position, MagCanica offers very competitive compensation including a competitive base salary depending on the candidate's credentials and experience level, a discretionary yearly performance-based bonus, discretionary yearly merit raise, paid vacation, and 10 paid holidays per year. Benefits include medical, dental, workers' compensation, disability, and life insurance as well as a 401K program with matching and a Flexible Spending Account (FSA) program. The salary range for this position is \$67,500-\$80,000.

CONTACT INFORMATION

Please send your resume **in PDF format with the file name containing your full name to:**

recruiting@magcanica.com

MAGCANICA IS AN EQUAL OPPORTUNITY EMPLOYER AND WILL CONSIDER ALL APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX OR NATIONAL ORIGIN.