

 1301 Waube Lane Green Bay, Wisconsin 54304	Revision Number: 1	Document Number: HR-REF-025	Effective Date: 2/15/21
	<b>Chief Financial Officer</b>		

The primary role of the Chief Financial Officer is to be responsible for overseeing all accounting, finance, risk management, HR, IT and customer service functions. This position must understand the operations of the business and how the financial system interrelates with operations.

**Major Position Responsibilities and Accountabilities:**

- Member of the management team and reports directly to the President.
- Maintain a center of financial excellence for the entire organization through business intelligence reporting and timely & accurate financial reporting.
- Be a key business partner with executive leadership team by developing and utilizing forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations and business plans.
- Lead the accounting department to ensure proper maintenance of all accounting systems and functions, including pricing.
- Explore and implement automation through system implementations to increase efficiency and accuracy.
- Oversee the preparation and communication of monthly and annual financial statements and coordinate the annual review process.
- Maintain banking relationship, actively monitor cash position, and track compliance with any financial covenants.
- Serve as liaison with the tax accountants and implement strategies to minimize taxable income and monitor evolving tax exposures.
- Develop and maintain the annual capital budget.
- Oversee 12-month and long-term budget planning that is in alignment with company strategic growth plan.
- Develop and mentor direct reports including finance team, human resources, and IT.
- Assist in the development of the annual incentive program.
- Lead annual insurance renewal process and ensure any potential claims are reported timely to insurers.
- Responsible to provide internal review of contracts and bring in external legal counsel when appropriate.
- Coordinate response to all lawsuits and claims.
- Serve as Plan Administrator of the 401(k) and participate in Investment Committee.
- Participate on the Company's Food Safety Team.



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**Required education, skills, abilities, and experience:**

- Bachelor's degree minimum in accounting or finance, CPA required.
- 7+ years finance leadership experience.
- Knowledgeable in multiple financial modeling techniques.
- Strong leadership skills: empowerment and mentoring.
- Effective communicator of the financial health of the company to all stakeholders.