



MILK SOURCE, LLC
CONTROLLER
JOB DESCRIPTION

Position Title	Controller
Reports to	CFO
Overall Responsibilities	<p>As a leader within the Finance and Accounting team, this person will be responsible for: development of the individuals reporting to them, management of the month end close and reporting process, coordination of the annual audit, overseeing the treasury management function of the organization, accounts payables and accounts receivable, performance modeling and profitability analysis to identify organizational opportunities, and special projects as requested.</p>
Key Tasks and Responsibilities	<ul style="list-style-type: none"><input type="checkbox"/> As a servant leader, proactively develop individuals within the team<input type="checkbox"/> Lead and optimize an efficient and effective monthly close and reporting process that is in compliance with GAAP<ul style="list-style-type: none"><input type="checkbox"/> Timely and accurate preparation of monthly financial statements and internal management reporting; quarterly debt covenant analysis and reporting; and annual audited financial statements<input type="checkbox"/> Lead the monitoring and timely identification and compliance with evolving accounting guidance, perform research for new or changing initiatives / transactions, and make recommendations to ensure compliance with accounting standards<input type="checkbox"/> Maintain accounting controls by preparing and recommending policies and procedures<input type="checkbox"/> Review and approve journal entries, reports and analytics prepared by members of the accounting / financial reporting team<input type="checkbox"/> Proactively review and analyze monthly financial reports to ensure consistency and accuracy of the consolidated financial results; perform financial and profitability analysis; identify and communicate areas of opportunity within the business<input type="checkbox"/> Manage the general ledger to ensure structural integrity, proper data backup protocol; and additions, deletions or modifications to general ledger accounts are appropriate and communicated<input type="checkbox"/> Responsible for the annual audit process that delivers an efficient audit with unmodified results.<ul style="list-style-type: none"><input type="checkbox"/> Serve as the liaison with external auditors<input type="checkbox"/> Coordinate the preparation of schedules / information requested by auditors<input type="checkbox"/> Responsible for the accounts payable and accounts receivable processes that ensure timely payments and collection of cash<input type="checkbox"/> Practice continuous improvement. Identify inefficient procedures and suggest improvements to the current accounting and financial processes<input type="checkbox"/> Develop and maintain Microsoft Excel spreadsheet models, using advanced Excel features (i.e. macros, pivot tables, v-lookup, etc.)<input type="checkbox"/> Provide strategic financial and operational management support on an ad-hoc basis and backup CFO responsibilities as designated; assist in software system implementation projects and other special projects as assigned



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Education and Experience	<ul style="list-style-type: none"><input type="checkbox"/> Minimum BS degree in Accounting with 5-7 years accounting experience, with public accounting and manufacturing experience preferred<input type="checkbox"/> An understanding of U.S. GAAP is required<input type="checkbox"/> CPA required<input type="checkbox"/> Minimum of 3+ years of formal or informal leadership experience required<input type="checkbox"/> This role requires the demonstrated ability to balance technical accounting skills and effective leadership to achieve established goals and objectives in a timely manner<input type="checkbox"/> Strong Microsoft Office experience – Excel, Word, PowerPoint, and Outlook; experience in advanced Excel features a must
Specific Skills and Attributes	<ul style="list-style-type: none"><input type="checkbox"/> Strong planning and organizational skills with an ability to manage several diverse projects simultaneously, effectively and efficiently<input type="checkbox"/> Ability to resolve complex problems positively and professionally in a fast-paced environment<input type="checkbox"/> Servant leader willing to contribute to team success<input type="checkbox"/> Ability to identify, suggest and implement process improvements<input type="checkbox"/> Attention to detail, including quality and information monitoring<input type="checkbox"/> Strong analytical agility, problem solving and decision-making skills<input type="checkbox"/> Excellent oral and written communication skills<input type="checkbox"/> Ability to facilitate and manage change<input type="checkbox"/> Strong drive and commitment to achieve results that support organizational objectives<input type="checkbox"/> Creativity and innovation

To apply please contact or send resumes to:

Ryan Knorr – Director of Human Resources

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