



CONTROLLER
JOB DESCRIPTION

Position Title	Controller
Reports to	Treasurer / Chief Financial Officer
Overall Responsibilities	As a leader within the Finance and Accounting team, this person will be responsible for: developing individuals reporting to them, management of the month end close and reporting process, coordinating the annual audit and tax returns with an outside CPA firm, overseeing the treasury management function, overseeing the accounts payable and accounts receivable processes, performing modeling and profitability analysis to identify organizational opportunities, managing the balance sheet, leading process improvement efforts, forecasting and planning, and special projects as requested.
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 cultivate a team culture that upholds our team vision and guiding principles <input type="checkbox"/> Lead and optimize an efficient and effective monthly close and reporting process that follows GAAP <input type="checkbox"/> Oversee the 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"/> Develop and maintain accounting controls by preparing and recommending policies and procedures and ensuring SOPs are in place and current for all areas of responsibility <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"/> Accountable for the general ledger, ensuring structural integrity, proper data backup protocols are in place and additions, deletions or modifications to general ledger accounts are appropriate, well communicated, and the organization is properly trained. <input type="checkbox"/> Work with manufacturing facility leadership to ensure the standard cost system and processes are updated and accurate <input type="checkbox"/> Responsible for the annual audit process that delivers an efficient audit with unmodified results. <input type="checkbox"/> Coordinate annual tax return filings and lead tax compliance work with our outside CPA firm. <input type="checkbox"/> Serve as the liaison with external CPA firm for the annual audit and tax returns. <input type="checkbox"/> Ensure controls and supporting documents and processes are in place for proper balance sheet management <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 processes and make improvements. <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 for the CFO's 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 experience preferred<input type="checkbox"/> Manufacturing and cost accounting experience strongly 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"/> Ability to build and maintain good relationships cross functionally throughout Milk Source to both provide support and obtain information needed to fulfill the Finance Team vision<input type="checkbox"/> Charismatic leadership style with a good balance of entrepreneurship and standard processes and controls.<input type="checkbox"/> Process improvement training and experience<input type="checkbox"/> Strong planning and organizational skills with an ability to effectively and efficiently manage several diverse projects simultaneously.<input type="checkbox"/> Ability to resolve complex problems positively and professionally in a fast-paced environment<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"/> Results driven; strong initiative and commitment to achieve results that support organizational objectives through creativity and innovation<input type="checkbox"/> Maintain strict confidentiality

To apply please contact or send resumes to:

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