



Redwood Hill Farm & Creamery, Inc. Controller Job Description

Overview:

The Redwood Hill Farm & Creamery, Inc. Controller is responsible for analyzing, interpreting and controlling the organization's accounting and financial records. This is a full-time, exempt position which reports to the Vice President of Finance.

Objectives:

- Manage the daily accounting functions and processes to ensure the accuracy and integrity of Company finances.
- Constantly strive for self-improvement and education to help the department.
- Maintain excellence at every level of the organization.
- Create and maintain a clean and safe working environment.

Key Responsibilities:

Accounting:

- Organize and manage all daily financial business operations, accounting systems and cost controls to insure Company financial accuracy and integrity.
- Accurately maintain, reconcile and perform monthly analysis of all general ledger accounts.
- Analyze, consolidate and perform all cost accounting procedures together with other statistical and routine reports.
- Responsible for the review and preparation of journal entries to the accounting system.
- Responsible for internal and external reporting as well as ad-hoc analysis and reports.
- Ensure compliance with fiscal policies, including appropriate disbursement authorization and supporting documentation.
- Manage the accounts payable function ensuring timely and accurate payment of properly authorized payments and expenditures.
- Manage accounts receivable ensuring invoicing is done timely, payments are received per payment terms and that past-due accounts and/or discrepancies are resolved promptly.
- Meet with department managers to review their monthly P&L and their variances from budget on a monthly basis. In collaboration with the managers, develop explanation for variances and corrective actions as needed.
- Perform margin analysis to help evaluate the Company's overall efficiency and performance.
- Perform and manage month-end close process.
- Prepare and submit reporting package for actuals to Emmi on a monthly, quarterly and annual basis.

- Provide monthly reporting package to Senior Leadership.
- Implement and maintain effective internal controls, insurance coverage, self-audit and supervision of financial operations in order to protect the assets of the Company.
- Identify opportunities for financial improvement projects and lead the team in implementing them.
- Ensure that financial policies and procedures are in compliance with GAAP, Corporate, federal, state and local requirements.

Personnel:

- Provide leadership and management to direct reports in the Finance Department.
- Establish clear expectations, develop employee performance and personal development goals, hold regular one-to-one meetings and provide annual performance reviews of your direct reports.
- Conduct weekly staff meetings to foster effective and timely communication.
- Provide coaching, training and development of the Finance Department direct reports.
- Identify what proper staffing levels are needed for the Finance Department in collaboration with the Vice President of Finance. Participate in the recruiting and hiring process.

JOB REQUIREMENTS:

Education and Experience:

- Bachelor's degree in Accounting/Finance from an accredited university.
- Three to five years of related experience in corporate controlling and accounting.
- Experience in manufacturing with cost accounting.

Knowledge and Skill Requirements:

- Knowledge of accounting software (QuickBooks preferred but not required).
- Knowledge and understanding of ERP Management Information System.
- Thorough knowledge of generally accepted accounting principles and their application.
- Ability to collect and analyze data, problem solve and make decisions in a timely manner.
- Ability to effectively present information and respond to questions.
- Excellent oral and written communication and interpersonal skills.
- Advanced knowledge of MS Office, specifically Excel and Word.
- Ability to work effectively as a team.