**The Lebermuth Company**

**Job Description**

**Job Title**: Controller **Department**: Accounting

**Reports to**: Chief Financial Officer **FLSA Status**: Exempt

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| **Summary:** |

Provides all aspects of financial management, including corporate accounting, regulatory and financial reporting, and budget and forecasts preparation. Responsible for general accounting, financial analysis, cost accounting, and control systems. Develops and implements programs and policies to attain assigned Company financial objectives.

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| **Essential Duties & Responsibilities:** |

* Works with team in areas of accounting, standard cost system maintenance, productivity, recognition programs, and ERP information system maintenance and operations.
* Overseas compliance with corporate accounting policies and control systems.
* Closes financial books and records each month and reports the results against plan and prior year.
* Assists in planning and forecasting of all product lines. Develops income statement and balance sheet forecasts for plant overall as required.
* Directs physical inventory process and audits values and quantities of inventory in conformance with company inventory cycle schedule.
* Auditing and payment of accounts payable.
* Prepares Bank Reconciliations monthly.
* Oversee Accounts Receivable clerk and assign duties and reporting as appropriate
* Verification of shipment reports and shipment dollars. Ensures integrity of overall production volume and cost reporting.
* Establishes plant production standards with input from respective department managers.
* Prepares annual departmental budgets which reflect production volumes and objectives; consolidates budgets for total company.
* Use/property tax responsibility, including annual reporting for Indiana tax assessments.
* Work closely with the Managers and Finance to aid in the decision-making process and provide ad hoc analysis and reporting.
* Analyze monthly, quarterly and yearly overhead costs for informing management of the facilities success with respect to estimate, budget, and prior year results. Significant variances will require communication of root cause and countermeasures
* Prepare monthly Operation Reviews and explain operation results.
* Develop monthly overhead estimates and yearly overhead budgets. {Manpower planning
* Drive cost savings/productivity initiatives at level through project tracking, analysis, and reporting.
* Providing guidance and enforcement of all corporate financial/accounting policies at the plant level including Sarbanes Oxley requirements, cycle counting procedures and measurement, and other requirements as necessary
* Continually strive to promote a safe food culture, ensuring the production and shipment of safe quality food products
* Other duties, as assigned

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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| **Supervisory Responsibilities:** |

This position has no supervisory responsibilities.

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| **Qualifications:** |

Education and/or Experience: Bachelor’s degree in accounting or finance and a minimum of six years’ applicable work experience, with five years’ in a manufacturing environment; or equivalent combination of education and experience from which comparable knowledge, skills and abilities have been achieved. CPA or MBA preferred. Demonstrated accomplishments in the areas of finance and accounting, as well as operational activities to support a strong productivity culture.

Language Skills: Ability to read, analyze and interpret business periodicals, professional journals, technical procedures and governmental regulations. Ability to write correspondence that is professional in both content and tone. Ability to effectively present information and respond to questions from Lebermuth departments and vendors.

Mathematical Skills: Ability to apply mathematical and statistical concepts to achieve desired results. Thorough understanding of computations for general ledger, account reconciliations, inventory control and fixed asset management.

Reasoning Ability: Ability to assess risks and opportunities within complex business situations. Demonstrated ability to recommend and make sound decisions quickly. Ability to solve practical problems and deal with a variety of concrete variables. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Adept at using logic and reasoning to identify solutions to problems.

Computer Skills: Ability to type with accuracy and speed. Strong working knowledge and experience with ERP systems. Demonstrated expertise in Microsoft Office products, particularly Excel.

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| **Physical and Sensory Demands:** |

* Occasional travel, including day trip and overnight, utilizing various modes of transportation
* Prolonged periods of sitting
* Occasional periods of standing and walking
* Frequent/Daily use of vision abilities for close, distant, peripheral, depth and color recognition, with the ability to adjust focus
* Manual dexterity to type on computer keyboard and to operate office equipment
* Frequent use of hands and fingers to handle, reach, grip, grasp and twist
* Occasional need to kneel, stoop, bend and crouch
* Minimal lifting throughout a scheduled work day, typically to move/carry file boxes
* Occasional need to climb stairs

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| **Competencies:** |

* Regularly work in a fast-paced, ever-changing environment
* Strong customer service orientation; ability to cultivate productive relationships with Lebermuth departments, customers and vendors
* Superior teamwork & leadership skills
* Strong process orientation
* Excellent written and verbal communication skills
* Openness to others’ points of view; ability to give and receive feedback in a professional manner
* Ability to read and understand verbal and written instruction on an on-going basis
* Interest and willingness to assist Company Management in moving the business forward
* Ability to exercise sound and accurate judgment
* Demonstrates strong attention to detail
* Ability to prioritize and plan work activities; ability to multi-task; takes an organized approach to work

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| **Work Environment:** |

* While performing the duties of this job, the employee is regularly exposed to perfumes and airborne particles
* Noise level is usually moderate
* Work schedule is generally 8-5pm, but may vary (to include evenings and/or weekends) due to travel requirements and business needs