



RUNAMOK[®] MAPLE

Client: Runamok Maple

Website: runamokmaple.com

Position Title: Controller

Location: Fairfax, Vermont

Our client, a fast-growing specialty food manufacturer in the greater Chittenden County, is seeking a Controller with an entrepreneurial spirit to join their leadership team. The Controller will report directly to the CEO.

The Controller is responsible for all financial and administrative operations. Developing the IT infrastructure and helping to manage the company's growing workforce will also be critical aspects of the position. As a critical member of the leadership team, this position will help shape business operations so that the company can scale rapidly. This role will lead budgeting, cost accounting, planning, system development and integration, and reporting. This person needs to have a demonstrated history of success developing the accounting, IT, and HR systems in a growing company.

We have:

- A sophisticated and complex operation
- Quality products that consumers trust
- An innovative environment
- A fast pace that requires continuous improvement and developing systems that will support rapid growth

You have:

- The ability to collect data, define problems, establish facts and draw valid conclusions
- The ability to give a leadership team the data it needs to make good decisions
- The ability to understand the big picture and pay great attention to accuracy and detail
- The motivation to learn and constantly improve processes, systems, and tools
- The desire to be part of building a great company

These are the position's primary responsibilities:

Accounting

- Manage all accounting operations, including Billing, A/R, A/P, GL, Cost Accounting, Inventory Accounting and Revenue Recognition consistent with GAAP and corporate policies
- Manage, mentor and develop the accounting and finance team
- Develop strong relationships across the leadership team to foster teamwork and constructive actions in all areas affecting the company's strategies
- Produce and communicate accurate and timely monthly, quarterly, and annual financial reports, with variance analysis, standards and absorption
- Prepare and communicate the organization's annual budget and financial forecasts

- Manage the organizations Chart of Accounts (COA) used to capture data for leadership and financial accounting
- Manage the company's treasury function and working capital
- Prepare cash flow forecasts for short term & long-term financial planning
- Develop and document processes and accounting policies to maintain and strengthen internal controls
- Ensure accurate manufacturing costing, providing a contribution analysis for all products
- Manage and comply with local, state, and federal government reporting and tax filing requirements
- Ensure the appropriate and timely payment of federal and state taxes
- Maintain primary relationship with corporate auditors for consulting engagements and annual audits
- Manage Accounts Receivables & Accounts Payables processes and team
- Contribute to process improvement and cost reduction initiatives
- Develop and analyze potential capital investments
- Evaluate capital investments after completion to determine real costs and returns
- Responsible for accounting, tracking & maintaining of fixed assets records

Technology

- Manage the company's ERP system
- Develop and implement policies and procedures for electronic data processing and computer systems operations and development
- Maintain current and accurate inventory of technology hardware, software and resources
- Manage ERP improvement projects, milestones and budgets; organize and oversee activities related to data migration, end user training, and local configuration of the ERP environment
- Ensure that all systems are supported by the necessary documentation and manuals
- Monitor the implementation of technology projects to ensure that all targets are reached and that the overall project is completed in accordance with agreed timelines and cost
- Develop and maintain the information systems budget to ensure that expenditures are accurately forecast and kept within budget
- Manage technology services and activities

Payroll & Benefits

- Manage Payroll, 401(k), and all employee benefits
- Negotiate with vendors, and ensure that the programs are administered and communicated effectively
- Partner with the organizations supporting payroll processing, employee benefits and 401(k) plans
- Lead the selection process and negotiations with all the employee benefit and insurance carriers
- Manage 401(k) activities/compliances with the help of the organizations benefits advisor
- Ensure payroll processing is completed on time
- Help and guide plant HR resource in addressing any employee concerns related to employee benefits, payroll, and 401(k)

Qualifications and Experience

- Bachelor's degree (B.A. or B.S.) or equivalent in Finance, Accounting or related discipline
- Significant previous experience as a Controller in a manufacturing setting
- An advance degree in Accounting, CPA, or CMA preferred
- Thorough knowledge of accounting principles and procedures
- Experience with creating financial statements, general ledger functions and the month-end/year- end close process
- Knowledge of federal and state taxes
- Accounting software user and administration skills

- Experience working in manufacturing preferred; food industry a plus
- Experience managing IT and HR functions
- Experience converting to a new software system
- Supervisory experience a plus

Gallagher, Flynn, & Company, LLP has been retained to conduct this search. Interested candidates may ask questions and apply by sending a resume and cover letter to Shane Capron, Director, Talent Acquisition at talentsolutions@gfc.com.

Disclaimer: What's listed above is representative of the responsibilities of the position but are not meant to be an exhaustive list. Responsibilities may change during employment at the company's discretion. Gallagher, Flynn & Company, LLP and our client does not discriminate in employment based on race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.