

## ***Accounting Manager***

The Accounting Manager is an executive leadership team that reports to the GM & Financial Controllers within the company and performs the function of overseeing the finance Department which includes Accounting, Yearly Financial Planning, Grower Settlements, Company Costing, Allocating Costing within the facilities, Inventory and Sales recording. Minn-Dak AG operates 4 processing elevators in North Dakota as a world ingredient supplier of Mustard & Buckwheat for the food industry.

This position is the leading role in the main office in Grand Forks, ND and would also remote working with the financial controllers to oversee the full movement of the organization. You will have to have a understanding of compensation plans such as health insurance, employees benefits, grower leins check by state, and customer credit checks. You will also assist in the payroll processes and employee file upkeep.

- **Leadership + Management = Accountability** -You must provide structure, discipline, support, and leadership. In addition, you must effectively communicate policies and processes, express ideas and thoughts, and keep others adequately informed and communicate status changes. You must also be forward thinking by looking for new ways to grow by trying new options and following up on the successes and failures of those initiatives. Provide people with clear direction, give them the necessary tools.
- **Cash Management:** You must oversee the utilization, maintenance, and growth of the company's cash and other financial and asset investments. Effective cash management consists of maximizing all credit facilities, collecting receivables, satisfying all vendor & growers payables within designated due dates, and making sound business decisions to protect the balance sheet of the organization and its related entities.
- **Financial Statement Analysis-** You must oversee the development of short and long-term forecasts and budgets with the GM and sales team, ensure financial information is prepared timely, reviewed and available for all internal and external parties as needed. You must oversee the production and understand monthly financial statements, proactively report results, and ensure all accounting statements are accurate and have integrity. You must also oversee the accounting processes, which include proficiency utilizing the accounting system and determining the cash flow for Minn-Dak AG and all related entities.
- **Internal Control:** You must implement systems to protect the organization from non-compliance, fraud, and other internal risks as they relate to the financial reporting of the company. You must ensure all financial reporting is accurate, reliable and free from material and Inefficient misstatements.
- **Inventory-** You must oversee inventory positions within all facilities to assist with yearly contracting & sales to maintain inventory levels.
- **Compensation plan** –You must oversee, understand the compensation plans in place, this includes the development of any new and analysis and reporting of pay plan performance in

pace and reviewing employee yearly review program to ensure fair values are being used. You must also oversee all payroll processes within the organization and ensure pay information is delivered timely and accurately to all employees.

- **Vendor, Customer** – vendor & customer relationships must be maintained with you and the team of Minn-Dak with your oversight, and you must be part of strategic decisions on new vendors & customers also maintaining current customers' needs and relationship. This would be closely working with the sales team.
- **Human Resources** – you will need to keep workplace policies up to date, maintain employee records, recording employee warnings and safety issues. You will also need to oversee any employees third party Insurance coverage has been reviewed by the employee and will be taking of the employee pay.

#### **Competencies must include:**

- Expert knowledge of accounts payable, general ledger, financial reporting, inventory reporting & strategies, inventory control, expense reporting systems.
- Working knowledge of industry Quickbooks or similar Accounting Software, and Microsoft Business.
- Ability to use computer equipment and learn new software applications.
- Must be able to use TeamViewer or any other remote access software.
- Proficient working knowledge of Microsoft Excel and related MS Office.
- Highly skilled in financial analysis and reporting.
- Demonstrate experience handling confidential information.
- Excellent organizational skills.
- Excellent communication skills.

#### **Education/Experience Requirements:**

- Degree in related field required
- Must have at least 3+ years of leadership experience in related field
- Minimum of 3 years of experience in finance related field.

#### **Full-Time Additional Benefits Offered:**

- Full-time employees are eligible for single coverage, health and dental insurance after 60 days of employment. The company pays the full cost of the coverage. Family coverage is optional, and the employee pays the additional premium.
- Minn-Dak has established a cafeteria plan to provide a means of paying out-of-pocket health and dental expenses in a tax-effective manner, as well as several optional insurance products; accident, cancer care, disability, hospital and life insurance.

- Full-time permanent employees will also receive holiday pay and bereavement leave after 60 days of employment.
- Minn-Dak grants annual Paid Time Off (PTO) to full-time employees.
- The company offers a 401(k) Plan for the benefit of its employees. Employees are eligible after one year of employment and 1,000 hours. The company contributes 5% of the employee's eligible salary annually.

#### *Equal Employment Opportunity*

As an equal opportunity employer, we hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status or disability. We invite you to complete the optional self-identification fields below used for compliance with government regulations and record-keeping guidelines.