

TITLE: Associate Controller - Operations

REPORTS TO: Operations Controller

SUMMARY: Perform day-to-day accounting activities and end of month process for our Farms and Warehouse operations within a specific geographic region, as well as budget analysis and cost accounting.

RESPONSIBILITIES:

- Month end closing process
- Maintain and provide timely and accurate reconciliation of various general ledger accounts
- Labor reports and analysis
- Budget Entry/Analysis for L&M Farms and L&M Warehouse
- Monthly and Seasonal Cost accounting entries and analysis
- Assist with management of materials inventory
- Reconciles lot inventory when closing
- Researches any warehouse inventory discrepancies with the cooler
- Ensures all posting of expenses and sales are completed timely and accurately
- Prepares liquidation reports timely and accurately and other grower sales reports as needed
- Confirms approval and prepares request of advance for growers
- Closes lots in a timely and accurate manner
- Works in conjunction with the sales to insure timely and appropriate settlement of trouble files
- Works cooperatively with sales, operations, and accounting departments
- Creates and maintains positive relationships with growers, vendors and customers
- Perform other job-related duties as needed or directed

KNOWLEDGE / SKILLS / ABILITIES:

- Ability to work well independently and as a team
- Strong analytical and problem-solving skills
- Cost Accounting experience preferred
- Working knowledge of MS Word, Outlook
- Strong knowledge of Excel, including ability to create and use pivot tables
- Excellent organization and communication skills
- Detail oriented
- Ability to handle confidential information
- Ability to travel occasionally to farm/warehouse operations 2-3 times per year generally in the south eastern United States

EDUCATION/EXPERIENCE:

- Associate's or bachelor's degree in business, accounting or related area required
- Two to three years' fresh produce or other agriculture related experience preferred not required
- Two to three years' accounting experience preferred

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions
- The noise level in the work environment is usually moderate

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee may occasionally need to lift and / or move up to 30 pounds
- Specific vision abilities required by this job include close vision and ability to adjust focus
- While performing the duties of this job, the employee regularly sits; uses hands to finger, handle, or feel; and talks or hears
- The employee may frequently reach with hands and arms
- The employee may stand and walk occasionally

CORE COMPETENCIES AND BEHAVIORS

Team Oriented

- Works cooperatively and collaboratively with others
- Is open, not defensive and easy to approach
- Earns the confidence, trust and respect of others

Communication

- Communicates in an open and honest way
- Builds consensus - solicits input and discusses options with people affected before making decision
- Keeps others informed, communicates expectations and shares information
- Listens actively and understands others views and needs

Values Driven

- Supports, promotes and models the values of L & M (*Service, Integrity, and Relationships*)
- Balances entrepreneurial spirit with the needs of others and the vision of the company
- Shows a strong work ethic and commitment to L & M

Customer Focus

- Treats customers as business partners
- Listens actively to external *and* internal customers
- Constantly looks for better ways to service customers