



Cypress Grove

Job Description

Revised Date: March 2019

Job Title: Director of Finance and Administration

Classification: Salary/Exempt

Reports To: Managing Director

Core Hours: Monday-Friday 8:30am-5:00pm

Summary: The Finance Director will be an integral part of the senior management team, involved in all aspects of the business operations of the Creamery and Dairy. This position will be responsible for and provide guidance in the accurate and timely analysis of financial information including budgets and forecasts. This position will oversee and be responsible for the Finance, Human Resources and Information Technology Departments as well as general office management.

Essential Duties The essential duties include, but are not limited to the following:

Finance – 40%

- Responsible for the integrity of the financial data and systems of the company.
- Responsible for policies and procedure to ensure appropriate use of company assets
- Responsible for timely financial reporting in conformance with generally accepted accounting principles, industry standards and Swiss headquarters.
- Provide guidance and assistance to the Controller to manage the day-to-day operations of the accounting department.
- Responsible for managing various projects including but not limited to:
 - Product pricing
 - Product costing
 - Capital expenditure assessments
 - Modeling new product development costs
- Determine financial impact due to product cost increases/reductions, new product roll out, changes in staffing, changes in milk production level, etc.
- Work with senior management team and staff to develop five-year business plans for the company.
- Prepare and manage budgets for both the Creamery and Dairy.
- Monitor and analyze monthly operating results against the current budget as well as past results and forecasts.
- Coordinate with sister companies on insurance matters. Also work in tandem to equitably divide shared personnel costs.
- Provide accurate monthly reporting in the format designated by Swiss headquarters.
- Analyze risk and opportunities and convey the results to Swiss headquarters.
- Occasionally travel both domestically and internationally to attend meetings and conferences.

Human Resources – 20%

- Provide guidance and assistance to the Human Resource Manager
- Assist human resources personnel in keeping senior management informed of relative employment law changes.
- Assist Human Resources in implementing new policies and getting final approval from senior management.
- Responsible for preparation of annual compensation structure for budgetary purposes.
- Responsible for guiding professional development, education and training of employees including providing financial literacy education to all Grovers.
- Provide guidance and assistance in the care and maintenance of company culture.
- Ensure that the HR department meets the operational expectation of Swiss headquarters.

Information Technology – 20%

- Responsible for data security and integrity through management of relationship with existing third-party network management team.
- Provide guidance and assistance in the maintenance and usage of the existing Enterprise Resource Planning (ERP) system, Navision (NAV).
- After becoming a subject matter expert ERP system, NAV, will be responsible for exploring opportunities to drive new efficiencies across the organization by training others and using the system in new ways.
- Provide guidance and assistance in upgrades.
- Provide guidance and assistance when exploring new software programs.
- Management of acquisitions, deployment and decommissions of information technology hardware.
- Ensure that the IT department meets the operational expectation of Swiss headquarters.

Administration – 20%

- Member of the senior leadership team
- Participate in strategic objectives and provide quality data to assist in guiding strategic decisions.
- Provide guidance and assistance to the Office Manager to ensure the smooth day-to-day operations of the company.
- Provide guidance and assistance to the Customer Service Manager to ensure the smooth day-to-day processing of sales orders and coordination of shipments.

Skills/Experience

- Bachelor degree in accounting or related field.
- Minimum 10 years experience in the financial field with progressive increase in responsibilities.
- Extensive computer knowledge and skills including spreadsheet and word processing programs.
- Excellent time management skills.
- Excellent communication and leadership skills.
- Experience with cost accounting preferred.

- Must be able to demonstrate attention to detail and a high level of accuracy
- Must be able to demonstrate an understanding of the role of information technology in operations and production.
- Excellent mathematical, analytical and problem solving skills.

Expectations

All Cypress Grove employees are required to perform their duties with the following expectations in mind:

- Work together toward common goals and values including ethics, judgement, professionalism, adaptability, and dependability.
- Perform all work in compliance with Quality Control & Safety Measures.
- Take responsibility for learning the skills necessary to do your job.
- Communicate any lack of understanding or confusion to address training needs.
- Communicate effectively and positively with supervisors and coworkers.
- Work efficiently at all times, and fulfill your supervisor's expectations.

Work Environment

The Cypress Grove production environment will vary. The environment will be hotter or colder, wetter, and more humid than is typical in an average working environment. Grovers will regularly and daily work near and with industrial strength cleaning chemicals and equipment. Proper protective gear is provided and must be worn at all times. MSDS sheets are available.

Physical Demands

The demands described here are representative of those typically encountered in this role.

- Remain stationary for long periods of time and move about on concrete floors.
- Remain stationary for long periods of time at a workstation desk, operating a computer keyboard, mouse, and other standard office equipment.
- Position self to properly complete the task at hand. This may involve turning all or parts of the body, or bending downward in order to place or reach an object at a lower level.
- Ability operate heavy equipment.
- Extend above the shoulder in order to place or retrieve objects.
- Ability to grasp, raise, lower and/or move objects of various sizes and weights:
 - Individually regularly manipulate objects weighing up to 20lbs
 - With assistance regularly manipulate objects weighing from 21lbs to 30lbs
 - Occasionally with assistance manipulate objects weighing from 31lbs to 50lbs.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time, with or without notice. Reasonable accommodations may be made for individuals with disabilities.