



SUSTAINABLE FOOD STORAGE

Title: Controller  
Reports To: President  
Status: Exempt  
Last Updated: March 2019

## **CONTROLLER**

### **ABOUT BEE'S WRAP:**

Bee's Wrap is a quickly growing company that produces and distributes nationally and internationally a sustainable alternative to plastic wrap for food storage made from beeswax and cloth. Bee's Wrap is a place of productive and creative work, aiming to provide a workplace culture that is engaging, supportive and open-minded. Bee's Wrap manufactures, distributes, and provides customer support from its headquarters located in Middlebury, Vermont.

### **POSITION OVERVIEW:**

Reporting to the president and serving as a key member of our growing management team, the Controller will contribute to organizational and departmental strategy, manage all accounting functions, and serve as a resourceful and hands-on leader providing guidance to management and supervising the accounting team.

All Bee's Wrap employees are expected to carry out their responsibilities with diligence, integrity, transparency of communications, and in a collaborative and nurturing manner with direct reports, coworkers, customers, and vendors. Employees are also expected to have the resolve to uphold the goals, objectives and core principles of the company. Managers are expected to portray a positive, professional attitude and serve as a role model for all employees through the enthusiastic performance of all duties and doing whatever it takes to get the job done.

### **JOB RESPONSIBILITIES:**

Working together with fellow team members, the Controller will have primary responsibility for overseeing daily accounting activities; financial reporting and analysis; budgeting and planning; crafting financial policies, procedures and controls; interacting with our CPA firm; and overseeing the administration of human resources programs such as payroll and benefits.

### **Finance Management:**

- a) Continually evaluate and improve the accuracy, reliability, and efficiency of financial reporting.
- b) Maintain quality control for all systems of accounting policies and procedures, consistently evaluating to identify enhancements.
- c) Oversee the operations of the accounting department to meet the goals and objectives of the company.

- d) Oversight and maintenance of the chart of accounts, an orderly accounting filing system, and a system of internal controls over accounting transactions. This includes developing and maintaining a separation of duties within the accounting department.

**Reporting:**

- a) Issue timely and complete monthly financial statements on the GAAP basis of accounting.
- b) Coordinate the preparation of the corporate annual review and tax return.
- c) Recommend benchmarks against which to measure the performance of company operations.
- d) Calculate and issue financial and operating metrics.
- e) Manage and support the development of the annual budget and forecasts.
- f) Calculate variances from the budget and report significant issues to management.
- g) Provide for a system of management cost reports.
- h) Provide financial analyses as needed, for capital investments, pricing decisions and contract negotiations.

**Compliance:**

- a) Coordinate information to external advisors and for the annual review, insurance compliance, and tax compliance.
- b) Oversight of all tax functions in compliance with local, state, and federal government reporting requirements and tax filings in collaboration with our CPA firm.

**General Record Keeping and Systems:**

- a) Organize and maintain all contract files.
- b) Maintain all corporate records.
- c) As needed, participate in new system evaluation and implementation, including time accounting, job costing and CRM.
- d) Oversight of benefits administration, record-keeping, and reporting.

**General Management:**

- a) Continually improve the finance and accounting function by leading systems initiatives, embracing new accounting standards, and helping employees keep pace with needed skills and knowledge.
- b) Manage team by recruiting, orienting, training, supporting and developing new employees.
- c) Focus on coaching and guiding direct reports for performance and growth through regular meetings and feedback.
- d) As a key member of the executive team, contribute to weekly and monthly meetings by producing/presenting various reports and contributing to decisions regarding the overall management of the company.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Certification:**

- BA in accounting, finance or related field.
- CPA a plus.

**Experience:**

- 7+ years of direct experience in accounting, auditing or finance.
- Preference will be given to qualified candidates who have experience working with sustainable/green consumer product companies and are familiar with B Corporation Certification and related operational standards and practices.
- The ideal candidate will have experience with manufacturing operations and finances, and a passion for working with and mentoring an accounting team and helping foster a highly collaborative environment.

**Skills/Knowledge/Abilities:**

- Proficient in GAAP basis financial reporting, and current with changes to GAAP reporting.
- Cost accounting.
- Proficiency with accounting system software.
- Very flexible and able to juggle and prioritize competing tasks in a dynamic and rapid-growth environment.
- Able to adapt to new systems and able to participate in evaluation and implementation of same.
- Able to clearly and efficiently communicate in-person and via e-mail with internal and external customers.
- Highly skilled Excel user and able to effectively use MS Office products, Google and a CRM.
- Able to identify and consider business opportunities, challenges, and appropriate financial strategies to address each.
- Excellent interpersonal skills, including ability to put others at ease, directly address and resolve concerns and conflicts, etc.
- Able to engage, train, support, mentor, delegate to, and monitor performance of staff.
- Able to influence and hold others accountable in a constructive manner.

**Working Conditions:**

- Requires being able to work at a desk (standing up or seated) for long periods of time to use a computer and phone to perform job responsibilities.