### OPENING: ASSISTANT CORPORATE CONTROLLER

## LOCATION: 5151 Belt Line Road, Dallas, TX

**PRIMARY CONTACT: Please direct all inquiries and interest to: Mike Lechtenberg, DHR, at Recruiting@SelectMilk.com**

**COMPANY OVERVIEW:**

Select Milk Producers is one of the nation's largest and most progressive dairy cooperatives, with over 90 family-owned dairies, 15 wholly owned subsidiaries, and six joint ventures with other major food/beverage producers including Coca-Cola. Established in 1994, Select Milk Producers markets and processes milk from member dairies’ in the Southwest and the upper Mid-West. Headquartered in Dallas, the company has earned a reputation for innovation in a number of areas including animal health, environmental stewardship, and overall business practices including new product development (see our popular "fairlife" product). With over 400 employees, Select Milk generated $1.5 billion in annual revenue and produced over 6 billion pounds of milk last year.

**SUMMARY OF FUNCTIONS:**

The Assistant Controller will share in the responsibility for the financial strategy that ensures the fiscal health and sustainability, as well as for day-to-day fiscal operations for Select Milk Producers, Inc. and its subsidiary companies. In this role, the Assistant Controller will work with the senior management team to ensure the integrity of financial reporting and that business assets are appropriately recorded and protected. The incumbent will seek to establish and monitor key performance measures and locate improvement opportunities. This person will interact with senior management, board members and general membership of Select Milk Producers and the subsidiary companies.

**ESSENTIAL FUNCTIONS:**

* Plan, implement, direct and evaluate the organization's fiscal functions and performance.
* Participates in the strategic financial input and leadership on decision making related to potential acquisitions and/or mergers, joint-ventures, and investments.
* Provide advice and timely, accurate analysis of budgets, financial reports and financial forecasts in order to assist the Controller, CFO/COO, CEO, President, and Board with their fiduciary responsibilities.
* Contribute to the development and maintenance of a system of internal controls to protect company assets.
* Participates in the preparation of monthly consolidated financial statements and various reports.
* Prepares, reviews and monitors safeguards as required in financing agreements.
* Reviews and develops an understanding of all contracts; brings to attention of senior management any unsatisfactory issues.
* Reviews and allocates approved charges and fees via intercompany billings among entities for items such as software support and maintenance, management fees, accounting services, liability insurance and analytical services.
* Develops an understanding of the internal relationships between the subsidiaries and serves as a resource for structure establishment and financial review.
* Prepare models and forecasts based upon projections, “what if scenarios”, and any other known events and historical results to support financial investment decisions and potential growth plans
* Compare the projections and forecast to actual results and make appropriate updated recommendations
* Record fixed assets upon project completion using appropriate documentation and asset depreciation schedules as approved for book and tax records
* Coordinate annual inventory of fixed assets, resolve differences and propose/implement reconciling accounting entries with management approval. Propose suggested changes to internal controls to eliminate future issues
* Review producer payments including producer payroll insuring accurate and timely payment
* Review all accounting processes and procedures to develop more effective, efficient and accurate methods of managing financial functions
* Oversee daily cash management
* Supervise accounting staff to ensure accurate and timely financial reports and information
* Ensure compliance with GAAP and all applicable laws, rules, and regulations

**EDUCATION AND CERTIFICATIONS:**

* Bachelor or Masters’ degree or higher from an accredited institution with an emphasis in accounting or finance
* Current CPA License

**EXPERIENCE:**

* Ten years broad-level experience in managing accountants and the accounting/finance process
* Knowledge of the dairy industry and experience in public accounting are desired
* Experience in financial and management accounting, modeling and analysis of company financials, various budgeting techniques, projections and other comparative analysis
* Experience with COSO internal control framework design and implementation
* Experience with accounting/financial system implementation
* Local candidates preferred

**SKILLS:**

* Understanding/demonstration of the ethical standards of a CPA
* Strong GAAP and financial reporting technical skills as well as strong analytical and organizational skills
* Manages confidential information appropriately
* Observes deadlines and conscientious regarding the quality of work
* Exceptional people management skills. Understanding, yet persuasive and decisive, when dealing with others in the organization
* Energetic and focused on continuous improvement
* Proven effective leadership skills with both internal and external individuals varying from senior to junior levels.
* Exceptional written and verbal communication skills including the ability to articulate recommendations in a concise and timely manner

SOFTWARE AND HARDWARE:

* SAP - Business By Design knowledge and experience a plus
* Proficiency in Microsoft Office Suite (especially Excel)