



---

## Position Description

**POSITION TITLE:** Controller

**DEPARTMENT:** Finance/Accounting

**CLASSIFICATION:**  EXEMPT  NON-EXEMPT  FULL TIME  PART TIME

**SALARY RANGE:**

**PREPARED BY:** Human Resources

**APPROVED BY:**

---

### **REPORTING RELATIONSHIPS:**

**POSITION REPORTS TO:** Racheal Werner, CFO

**POSITION SUPERVISED:** Finance/Accounting Department

---

### **COMPANY OVERVIEW:**

At Farm Fresh Direct of America we are proud grower-owned and dedicated to providing quality products to our customers. With a focus on growing strong, we prioritize regional diversity and support our growers in delivering exceptional produce. Our commitment to excellence drives everything we do, from cultivation to customer service. Farm Fresh Direct of America offers a competitive salary and benefits package along with growth opportunities within the company. Our company culture provides supportive leadership and is collaborative in nature.

### **POSITION PURPOSE:**

We are seeking an experienced and detail-oriented Controller to lead the financial operations of our organization. The Controller will oversee all accounting activities, ensure compliance with regulatory requirements, develop internal control policies, and support strategic decision-making with accurate financial reporting and analysis. This role plays a critical part in the company's financial health and operational efficiency.

### **ESSENTIAL FUNCTIONS:**

#### **1. Financial Management & Reporting**

- Oversee all accounting operations, including Billing, A/R, A/P, GL, Cost Accounting, Inventory Accounting, and Revenue Recognition.
- Prepare and publish timely monthly, quarterly, and annual financial statements.
- Ensure quality control over financial transactions and financial reporting.
- Coordinate the preparation of regulatory reporting.

#### **2. Budgeting & Forecasting**

- Lead the annual budgeting process and assist in long-term financial planning.
- Monitor budget performance and analyze variances to ensure financial targets are met.
- Provide financial insights and recommendations to support strategic initiatives.

### **3. Compliance & Controls**

- Develop and document business processes and accounting policies to maintain and strengthen internal controls.
- Ensure compliance with GAAP, federal, state, and local regulatory laws and rules.
- Coordinate and lead external audits and liaise with auditors.

### **4. Team Leadership & Development**

- Manage and mentor the accounting team to improve efficiency and performance.
- Recruit, train, and retain qualified accounting staff.
- Foster a culture of continuous improvement, accuracy, and accountability.

### **5. Systems & Process Improvement**

- Oversee and optimize ERP and financial systems to enhance automation and accuracy.

Identify and implement process improvements to reduce costs and increase productivity.

---

### **EDUCATION/CERTIFICATION/FORMAL TRAINING:**

- Bachelor's degree in Accounting, Finance, or a related field (Master's preferred).
- CPA designation preferred; CMA or MBA is a plus.
- 7+ years of progressive accounting experience, with at least 3 years in a supervisory or Controller role.

### **SKILLS AND ABILITIES:**

- Strong understanding of GAAP, internal controls, financial reporting, and regulatory requirements.
- Proficiency in accounting software (e.g., FAMOUS, NetSuite, SAP, QuickBooks, Oracle) and Microsoft Excel (VLOOKUP, Pivot Tables).
- Excellent leadership, communication, and interpersonal skills.
- Strong organizational skills and time management skills
- Strong analytical and problem-solving abilities.
- Highly organized with great attention to detail.
- Ability to work independently and meet deadlines.
- Experience working in a mid-sized or larger organization is a plus.

**SUPERVISORY DUTIES:**

None

**WORKING ENVIRONMENT:**

This role requires candidate to be in person. The office environment is a collaborative team environment with regular cross-departmental interactions. This is a fast-paced, deadline-driven finance department.

**ACKNOWLEDGEMENT**

**Employee Name- (Please Print)**

**Employee Signature**

**Date**

