



Bay State Milling Job Description

Job Title: Senior Financial Accountant
Department: B910-D410 Control Department
Reports To: Corporate Controller
FLSA Status: Exempt
Prepared By: Controller
Revised Date: 11/21/2018

SUMMARY

Bay State Milling Company (www.BayStateMilling.com) is a privately held family owned business based in Boston since 1899. The Company produces quality grain based products for discriminating bakers and other customers throughout North America. The Company owns and operates manufacturing facilities in seven states with its' main offices headquartered in Quincy Massachusetts.

JOB DESCRIPTION

The Senior Financial Accountant position will be located in the Quincy Ma. Corporate Office and will be a part of our Corporate Shared Services Group. The team's primary mission is to provide superior internal customer support relating to the Accounting & Finance function. This position reports to the Corporate Controller in all tasks related to the operation of the Accounting function for the Company. The Senior Accountant's primary role will be to support the Month End Close Process in conjunction with the direct oversight and responsibility of the company's Project Management (Fixed Assets) Accounting systems and internal business processes insuring adequate internal controls are in place for capital management. The Senior Accountant will assist in providing in depth analysis to help identify issues and root cause relating to Project Management spending and act as a direct link to Engineering, Project Managers, and Senior Management in helping to resolve, track, and report Project Spending in a timely manner. This person will lead monthly calls with Engineering, Operations, and Project Managers to help maintain a direct line of communication between departments and to provide accurate and timely updates to senior management. This position will interact internally with all levels of the organization to include Mill operations, Engineering, Sales, Commodity Purchasing & Supply Chain Group, Logistics, and Corporate Senior Management. Other responsibilities will entail supporting the Corporate Controller in preparing the Monthly Financial Reporting Package, oversight of internal controls for cash management, regulatory reporting requirements, annual audit support, account analysis, analyzing operating and logistics costs, revenue items, and inter-company accounting activity.

SPECIFIC DUTIES

- **Fixed Assets Project Management and support.**
- **Lead person** on Monthly Project Mgt. Meetings and Spending Updates.
- **Enhance, Maintain, and validate Project Management reporting in Targit**, BSM's (Business Intelligence Reporting Tool), to the General Ledger.



- **Provide Training and support relating to Fixed Asset Purchase Order creation, receiving, and line item maintenance, to our Milling Operations teams.**
- **Assist with the establishment, documentation and continuous improvement of financial processes,** work flows and forms relating to the company's Fixed Assets Project Management systems and solutions.

Other Duties

- Play a major role in the **Month End Close Process** assisting the Controller in establishing and enforcing corporate policy, procedures, and deadlines geared toward an efficient and coordinated month end close.
- Review Daily Cash Activity and postings, reconcile and resolve issues.
- Provide detailed **Account Reconciliations & Analysis** to support the B/S.
- Organize and assist with the **quarterly Balance Sheet Reviews.**
- Assist and **support External Auditors** as part of the annual audit.
- Review month end **Manufacturing & SG&A cost center spending** for accuracy.
- Assist in the **filing of all property and real estate tax reports and payments.**
- Provide guidance and back-up to the AP and AR teams in **assisting in resolving complex accounting systems issues** and appropriate treatment of sub ledger errors to GL.
- Provide **research support for accounting and financial reporting matters** related to existing and proposed transactions.
- **Report writing** in both AX Management Reporter and Targit (Business Intelligence Tool)
- Ad Hoc projects and special projects as required..

JOB QUALIFICATIONS

- Bachelor's Degree in Accounting, Finance or Business, **Advanced degree preferred.**
- Four to six (6) years of experience in financial accounting working for a mid-size organization \$250MM+ in sales.
- **Capital Project /Fixed Assets Accounting over-site,** exposure with a company that has considerable capital spending and project management activity.
- Experience with Microsoft Office tools / **Very strong Excel (Advanced skill set)** is required.
- **Microsoft AX** or Great Plains Dynamics experience highly desirable.
- Prior experience servicing internal customers in a shared service organization is a plus.

PERSONAL CHARACTERISTICS

- Enthusiastic individual driven to continuously strive for excellence
- Excellent interpersonal and communication skills both written and verbal.
- Ability to work effectively in a team environment.
- Highest standards of accuracy, organization and precision.
- Unquestionable integrity and personal ethics.
- Self-motivated individual with the ability to problem solve and work independently with a minimum level of supervision.



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.*

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand, walk, and climb or balance. The employee may occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

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.*

The work environment is essentially an office setting. The noise level in the work environment is usually low to moderate.

FOOD SAFETY / SECURITY REQUIREMENTS:

The Company is committed to producing and delivering defect-free products. To ensure this, all employees are required to be trained on and adhere to the Good Manufacturing Policies set forth by the Company as they pertain to personnel practices, equipment, and facilities. It is also vital that all employees be aware of the work environment and when possible, prevent accidental or intentional adulteration of products produced at this facility. As a result any employee has a right to put product on hold if they have a concern. At the plant level, only the Quality Assurance Manager and General Manager have the authority to release product on hold.