



Bay State Milling Job Description

Job Title: Senior Financial Analyst
Department: D440-Finance Core Wheat Milling
Reports To: Operations Business Unit Controller Core Wheat Milling
FLSA Status: Exempt
Prepared By: Allen Sebes
Revised Date: 10/25/2021

COMPANY HISTORY/BACKGROUND:

Bay State Milling (“BSM”, www.bsm.com) is one of the nation’s leading providers of flour and plant-based ingredients for the grain-based food industry. Based in Quincy, MA, the business has been family-owned and operated since 1899. The Company has grown and is now one of the largest family-owned grain-based food ingredient companies in the country. Further, BSM has market-leading positions in high growth ingredient categories like whole grains, organics, ancient grains, gluten-free and sprouted seeds that are driving much of the growth in grain-based foods. It is the fourth largest national commodity wheat milling company in the U.S., which provides a distribution network for its high value, specialty ingredients that serves virtually all major metropolitan markets. BSM has a strong commitment to be the leader in specialty grain-based food ingredients through investments in innovation, employees, proprietary manufacturing processes, and an expanding distribution base. BSM’s customers range from the largest multinational companies to local independently owned and operated businesses. These include retail and commercial bakers, in-store bakeries, food manufacturers, foodservice operators, bakery, pizza, and system distributors. BSM also serves key segments of the feed industry that use wheat co-products for pet food formulas, feed mills, and integrated animal protein products.

POSITION SUMMARY:

The Senior Financial Analyst is an integral team member of the Core Wheat Milling business unit finance team. The position reports to the Business Unit Controller and will interact with all levels of the organization spanning sales, supply chain, corporate shared services, manufacturing locations and senior management.

The Senior Financial Analyst role will support the month end close processes in general and managerial capacities, along with daily support assuring contracts, deliveries and manufacturing results are represented accurately. Conduct in depth analysis with monthly mill manufacturing performance including commodity, material, and manufacturing variances.

The position requires developed analytical skill sets, ability to analyze and reconcile data, and fulfill the required finance and accounting responsibilities. This position will reside in our

Wichita, KS office providing a flexible work arrangement combination of at home and in office work environments.

RESPONSIBILITIES/DUTIES:

- Perform timely completion of month-end financial close activities, operational results analysis, general ledger postings, and reconciliation of financial variances to standards
- Provide detailed account reconciliations and analysis to support the balance sheet for assigned accounts
- Conduct reconciliations with intra/intercompany activities
- Ensure raw material and finished goods have been costed properly and product margins are reflected accurately
- Supports financial modeling projecting the impact of changes in sales, manufacturing cost or cost adjustment impacts to finished goods pricing
- Supports understanding manufacturing costs, product profitability, cost variances and mark-to-market computations
- Support plant management to analyze cost variances, expenditures, inventory reconciliations and material losses
- Manage product formulations in partnership with Quality Assurance
- Assist and support external auditors as part of the annual audit
- Ensure standard company controls and compliance adherence
- Create ad hoc reporting and analysis as needed

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.*

EXPERIENCE/EDUCATION:

- B.S. in Accounting, Finance, Business Administration or Economics
- Minimum 4 years of accounting experience in an agricultural processing (e.g. milling, crushing, or refining) or other commodity processing
- Manufacturing plant experience a plus
- High level of proficiency with Microsoft Office, strong Excel ability required
- Experience with Microsoft AX or Great Plains or similar ERP solutions a strong plus

OTHER REQUIREMENTS:

- Ability to build trust-based relationships, demonstrate strong interpersonal communication skills, and collaborate with senior, junior and peer colleagues across organizational boundaries to optimize the achievement of the business unit objectives
- Understanding of commodity pricing, position tracking, mark-to-market, and variance analysis related to raw materials tied directly to traded commodities skill sets desired
- Experience in commodity processing performance variance analysis
- Familiarity with connecting operating metrics to financial results
- Excellent verbal and written communication skills
- Some knowledge of Generally Accepted Accounting Principals
- Highest standards of accuracy, organization, and precision
- Unquestionable integrity and personal ethics
- Ability to work effectively in a team environment
- Self-motivated individual with the ability to problem solve and work independently with a minimum level of supervision

FOOD SAFETY / SECURITY REQUIREMENTS:

The Company is committed to safely producing and delivering defect free products that are in compliance with all applicable legal and regulatory requirements and are of the highest levels of food safety, quality, and productivity. To ensure this, all employees are required to be trained on and adhere to the FDA Current Good Manufacturing Policies as set forth by the Company as they pertain to personnel practices, equipment, and facilities. It is also vital that all employees be aware of their work environment and prevents any accidental or intentional adulteration of the products produced at the facility.