



**PACIFIC ELEMENTS, LLC
5001 Prairie Flower Road
Ceres, CA 95307**

JOB DESCRIPTION: Controller

LOCATION: Ceres, CA

REPORTS TO: General Manager and business owners (members)

DATE: November 1, 2011

DESCRIPTION:

Pacific Elements, Heartland Grains & Milling, and Prairie Flower Trucking are now under common ownership. This business consolidation has created the need for a controller to manage the administration, accounting and finances of each business unit and to optimize synergies as a consolidated business group. The controller will assist management and members in the day to day operation of the business with oversight over accounting and internal controls of the company. The controller will work in conjunction with Tim Byers, CPA of Byers Accountancy Corporation to provide accurate and timely financial reporting and to influence optimal profitability as a result of the controller's sound business decisions and management.

RESPONSIBILITIES:

- **Coordinate data acquisition and financial reporting for each business unit utilizing existing accounting staff.**
- **Provide management and technical assistance in accounting matters to the accounting staff.**
- **Participate with manufacturing department and business managers in inventory control functions, including periodic physical counts and book to perpetual inventory reconciliation.**

- **Provide management and owners with financial information as needed to assist them in the management and decision making process of the business.**
 - **Establish and implement policy and procedures for paperwork flow and management controls over transactions.**
 - **Assist management in cash flow management, including, cash collection from customers, credit controls, and cash disbursement to vendors.**
 - **Provide oversight and implement policies and procedures to the month end closing procedures, including, bank reconciliation, inventory control, and transaction cut-off.**
 - **Submit accurate and timely source documents, the working trial balance and financial statements from the Great Plains, MAS90, and Business Works accounting systems to the company CPA for monthly compilation and consolidation of financial statements.**
 - **Discover new efficiencies and minimize duplications between the business units with the objective to improve productivity and/or reduce costs. At all times, the controller will work as a team player motivating other employees and management to work together for optimal results.**
 - **Maintain working relationships with banks that provide checking and loan services to the company. Assist management in complying with loan covenants and periodic renewals.**
 - **Coordinate company employee benefit programs, including health insurances and retirement plan administration.**
 - **Coordinate periodic renewals of liability insurance policies, owner life insurance policies and workers compensation policies.**
 - **Other responsibilities as directed by management and company owners.**
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QUALIFICATIONS:

- **Minimum of five years experience in an accounting management or controllership role.**
- **Agriculture, feed manufacturing or food processing experience preferred.**
- **Bachelor of Science or Bachelor of Arts degree required. MBA and/or CPA would be preferred.**
- **Candidate must be a team player and have strong communication skills.**
- **Experience with MAS90, Great Plains and Business Works (Sage) is preferred.**

COMPENSATION:

- **Salary to be determined based upon the candidates experience and skill level.**
- **Employee medical insurance premium paid by employer, dependent coverage is at the employee's expense. Dental and vision plans also available.**
- **401(K) pension plan with employer matching of employee contributions plus annual employer funded profit sharing.**

**Send resumes to: Tim Byers, CPA
Byers Accountancy Corporation
1300 W. Shaw Avenue, Ste 2A
Fresno, CA 93711**