



## POSITION SUMMARY

Reporting to the CEO, the **Controller** provides direction and management on the financial operations of **Dairy West** and oversees financial operations to ensure transparent and accurate accounting practices. This position works with the CEO to meet budgetary goals. The Controller actively collaborates with all functional areas to conduct financial planning, budgeting and related activities to align financial operations with Dairy West's strategic goals. This role anticipates and resolves complex financial and accounting issues that may impact Dairy West's long-term ability to fulfill its goals. This position helps establish internal accounting controls and oversees payroll and benefits administration to ensure compliance with organizational and government regulations.

The **Controller** exhibits behaviors that are expected of all Dairy West employees, including the highest levels of job performance and professional conduct. Additionally, this position embraces diverse responsibilities, is open to regular feedback and adapts to change with ease and enthusiasm.

The **Controller** is committed to Dairy West's vision and core values in addition to providing leadership and encouraging collaboration across the organization.





## RESPONSIBILITIES

---

- **Develops and implements** tactical and strategic plans that support the mission, vision, values and culture as guided by the CEO
- **Participates** in planning and implementing functional area initiatives and identifies and leads opportunities to build trust and demand
- **Directs** financial planning, budgeting, audits, filings and investment activities of Dairy West and the State Commissions
- **Implements and monitors** day-to-day financial systems to help meet Dairy West's strategic objectives
- **Prepares** regular communications related to financial and budgetary matters for management, investors and the Board of Directors
- **Creates** opportunities to modernize and improve systems to gain efficiency across the organization
- **Oversees and ensures** compliance and accuracy of payroll and benefits administration, including monitoring payroll filings and reports
- **Maintains** accurate and compliant employee personnel files
- **Delegates, coaches and guides** direct report(s) to enhance learning and growth
- **Supports and champions** organizational decisions
- **Regularly evaluates** the efficiency of financial procedures according to organizational goals and recommends and applies improvements
- **Prepares** financial reports and statements detailing the status of organizational funds and financial activity
- **Manages** assessments and other receivables
- **Manages** the expense requisition process for the State Commissions
- **Participates** in the direction of the accounts payable outsourcer and examines accounts payable for accuracy of expenditures
- **Monitors and manages** general ledger for accuracy
- **Helps select and monitor** the performance of finance vendors and service providers
- **Works** with the CEO to ensure that funds are invested and managed appropriately
- **Helps** to establish accounting policies and procedures and trains staff utilizing best practices
- **Interacts** with peers, funders and other organizations to build advocates for dairy and the Dairy West mission
- **Stays** current on best financial practices
- **Engages** as a key member on a variety of teams
- **Performs** other duties as assigned



**Location:** Meridian, ID

## EXPECTATIONS

- **Reflects** the behaviors associated with Dairy West's core values of trust, action and stewardship
- **Works** collaboratively to achieve success
- **Demonstrates** a mindset of service and helpfulness to others
- **Shows** a propensity to be action-oriented and appreciates a fast-paced, variable work environment
- **Shows** respect for others and has caring, direct conversations
- **Builds** trusting relationships both within and outside of the Dairy West organization
- **Clearly communicates** the value of checkoff and our programming
- **Executes** all job functions with a commitment to excellence
- **Proactively offers** solution-oriented innovation
- **Prioritizes and manages** workload effectively
- **Keeps** the farmer investment top of mind, always
- **Takes risk** in pursuit of excellence
- **Demonstrates** a high level of curiosity and willingness to pursue professional development
- **Takes ownership** for individual success within the organization

## QUALIFICATIONS

- Bachelor's degree in a finance-related like accounting, finance, business administration, or economics
- CPA (Certified Public Accountant), CMA (Certified Management Accountant) or CIA (Certified Internal Auditor)
- Strong verbal and written communication skills; comfortable with public speaking
- Confident and self-aware; exhibits strong soft skills, such as emotional intelligence, listening skills and stress management
- Strong technology skills, including proficiency in Microsoft 365 (extensive experience with Microsoft Excel), Zoom and customer relationship management (CRM) systems such as Salesforce