



## Job Description for Controller

**Job Title:** Controller

**Job Type:** Part-Time (10% time)

**Reports To:** Minnesota Dairy Initiative State Director

### Program Summary

Mission: Help existing, potential, and transitioning dairy producers succeed through team-based on-farm education, provision of resources, and networking.

The Minnesota Dairy Initiative is a producer-led initiative that coordinates a comprehensive approach using teams of industry professionals and peers. The use of a team approach provides greater insight into a dairy farm business' decision-making process, resulting in a customized, flexible approach to improve profitability, enhance performance, and greater opportunities.

The MDI Controller position manages all aspects of accounting for the program. This position also works very closely with the MDI State Board of Directors, Treasurer, State Director, and Program Coordinators.

### Essential Duties and Responsibilities

*10% Time*

1. Manage all aspects of accounting, billing, financial statements, general ledger, cost accounting, payroll, accounts payable, accounts receivable, budgeting, tax compliance, and grant funds
2. Oversee payments of all accounts; ensuring all accounts are paid on time
3. Prepare regular financial reports
4. Comply with all local, state, and federal laws regarding finances, tax filings, and reporting
5. Advise on financial analyses and decision-making regarding non-profit costs, benchmarks, and other matters with the State Board of Directors and Treasurer
6. Maintain documented system of registers including enrolled farms, payments, scholarship distributions, etc.
7. Additional controller duties as needed

### Competencies

To perform the job successfully, an individual should possess the following education, competencies, and experiences.

1. Ability to work independently with minimal daily supervision
2. Post-secondary education or relevant previous work experience in accounting
3. Advanced knowledge of bookkeeping and accounting best practices, laws, standards, and state/national regulations
4. Analytical ability to develop and implement improvements or recommendations
5. Excellent computer skills; experience in accounting software and Microsoft Office
6. A commitment to MDI's mission to improve Minnesota's dairy industry and improved quality of life for dairy farm families.

### Employment Conditions and Pay

Location is negotiable.

Compensation is negotiable based on training and experience.

**Inquires**

Individuals interested in applying for this position should send resumé, cover letter, and references by November 1 electronically to:

Jim Salfer

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612-360-4506

[www.mn-dairy-initiative.org](http://www.mn-dairy-initiative.org)