



Accounting Manager – Random Lake, WI

GENERAL SUMMARY:

Responsible for all Accounting processes and controls. Including the supervision of plant-wide clerical functions, plus the maintenance and entry of records for site specific, multi-site data, and Corporate functionalities.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Work with Management Team to solve issues related to Accounting.
- Administer Lakeside Foods policy and procedures as it relates to Accounting.
- Prepare and maintain all records and reports related to Accounting.
- Ensure coordination of all Accounting procedures, functions and reports with Corporate office.
- Supervise Plant clerical staff.
- Supervise and/or Prepare:
 - Payroll processes
 - Warehouse reporting
 - Purchase order preparation, distribution and receiving
 - Grower Accounting system
 - Shipping and receiving of freight
 - Reconcile all accounts
 - Budgets
 - Cost and efficiency reports
 - Accounts payable invoices
 - Raw Product reports
- May perform other duties as assigned by the General Manager.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Knowledge:

- Bachelor degree or two-year degree with two years of equivalent work experience.
- Working knowledge of personal computers and software.
- Proficiency in Excel and other data collection programs. I.e. Report Writer, etc.

Language Skills:

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.

- Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.
- Ability to speak Spanish is a plus, but not needed.

Mathematical Skills:

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to compute rate, ratios and percent.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

TEAMWORK AT LAKESIDE (TAL):

- Through individual and team efforts, enthusiastically work toward the continuous improvement of his/her job, work area, department and Lakeside as a whole. Fully participate in TAL by "living" Lakeside's Standards of Conduct and being an active member of operational and project teams. By action and work, clearly and visibly demonstrate the spirit of teamwork, cooperation and respect for others in all business transactions and exchanges.
- Proactively create an environment that clearly and sincerely encourages the spirit of TAL in all areas of responsibility.

WORK ENVIRONMENT:

The noise level in the work environment is usually quiet.

Interested applicants should contact:

Lakeside Foods, Inc.
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or e-mail: lakeside@lakesidefoods.com

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