



Bay State Milling Job Description

Job Title: Cost Accountant
Department: Finance
Reports To: Oats – Director of Finance
FLSA Status: Exempt
Prepared By: Miles Burkholder / Nate Van Gronigen
Revised Date: 4/15/2024

WHO WE ARE:

Bay State Milling is a family-owned company with a strategic intent to support the growth of the next generation of grain-based foods in North America by providing the leading array of plant-based ingredients. Since 1899, we have proudly provided exceptional quality flour and grain products, and we continue to build on our legacy as we bring new supply chains and technologies into our realm of capabilities. MGM Seed & Grain was fully brought into the Bay State Milling group of companies in 2021.

CORE VALUES:

We recognize that the universe of grain-based foods is constantly changing and responding to consumers' desire for variety, healthfulness, great taste, and affordability in their food choices. We are not afraid of change; in fact, we believe that change cultivates opportunity. Our goal is to stay a step ahead of our customer's needs, while always maintaining the trust they have placed in us for generations. We are committed to maintaining our Core Values of **INTEGRITY, RESPECT, QUALITY, SERVICE, CREATIVITY and TEAMWORK** in pursuit of achieving this goal.

JOB SUMMARY:

As a Cost Accountant you will support the Oats business unit of Bay State Milling, which is currently the leading supplier of specialty oats for the next generation of foods and beverages.

The business is in search of an entrepreneurial spirit who is passionate about our BSM's MMB business unit and seeks to achieve excellence in everything they do. This position will act as a business partner with plant operations in the two Oat manufacturing facilities. They will work closely with the plant managers and director of operations to develop and track KPIs required to effectively measure and create transparency relating to performance within the business. This role will work closely with Corporate Services to ensure the accuracy of general accounting, payables, order entry, billing, cost accounting, bill of materials, business analysis, financial reporting, sales management, and all inter-company accounting. If you are the type of individual looking to make a difference and contribute to the success of business that puts the customer and its employees first, then this is the position for.



ESSENTIAL DUTIES AND RESPONSIBILITIES *include the following. Other duties may be assigned.*

Responsibilities will include financial analysis of our manufacturing and corporate operations. Is responsible for a variety of support and service functions including:

- Design, manage and continually improve key manufacturing performance indicators for operating managers and senior executives
- Work with both manufacturing and accounting to report daily/monthly key performance metrics to effectively minimize operating costs
- Provide ad hoc cost analysis to the Plan Managers, Director of Operations, and the Director of Finance.
- Special projects to be assigned on ad hoc basis and other departmental requests to support continuous improvement projects
- Support, improve and analyze product costing efforts.
- Support the Director of Finance with special projects
- Travel may be necessary on a quarterly basis for approximately 2 to 3 days depending on project demands

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.*

EDUCATION and EXPERIENCE

- A bachelor's degree in Accounting, Finance, or Business Administration
- At least five (5) years of experience in a manufacturing environment with responsibilities in cost, financial accounting and reporting experience.
- High level of proficiency in PC spreadsheets and ERP/MRP systems with experience in **Microsoft Dynamics AX** a very strong plus.
- Experience in process manufacturing cost and variance analysis
- Ability to work with a minimum of supervision and make decisions based on experience
- Strong written and verbal communication skills.
- Possess strong analytical abilities and the capacity to work fast and in an efficient manner.
- Requires the ability to multi-task and learn new skills and concepts quickly
- Hardworking, intelligent work ethic a positive

LANGUAGE SKILLS English fluency is essential. Must have strong verbal and written communication skills, with ability to respond to either common and sensitive inquiries or complaints from internal and external customers.

REASONING ABILITY

Must have seasoned judgment and business situation versatility, with ability to define problems, collect data, establish facts, and draw valid conclusions.



OTHER SKILLS & ABILITIES

Demonstrates considerable knowledge of principles and practices of personnel administration, effective oral and written communication skills, and excellent interpersonal skills. The ability to work independently and cooperatively across functions is essential. The ability to work with highly confidential and sensitive data, materials in a professional and appropriate manner is critical.

PHYSICAL DEMANDS *the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit or stand. The Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is generally exposed to a manufacturing, environment and subject to noise, dust, industrial type machinery. Exposure to allergens such as wheat and grain dust will also be frequent.

FOOD SAFETY / SECURITY REQUIREMENTS:

The Company is committed to producing and delivering defect-free products. To ensure this, all employees are required to be trained on and adhere to the Good Manufacturing Policies set forth by the Company as they pertain to personnel practices, equipment, and facilities. It is also vital that all employees be aware of the work environment and when possible, prevent accidental or intentional adulteration of products produced at this facility. As a result any employee has a right to put product on hold if they have a concern. At the plant level, only the Quality Assurance Manager and General Manager have the authority to release product on hold.

EQUAL OPPORTUNITY EMPLOYER

Bay State Milling is an equal opportunity employer that is committed to creating a diverse, equitable and inclusive workplace. We evaluate qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, genetic information, national origin, disability, veteran status, and other legally protected characteristics.