

AgStreme Enterprises – Job Description Form

Job Title: Chief Financial Officer
Department: General/Administrative
FLSA Status: Exempt

Reports to: Chief Executive Officer/Owner Board
Location: Ruralville, USA
Prepared: February 15, 2013

Primary role: oversee financial management, management information system and analytical services that help others on the management team optimize decisions.

Job Responsibilities

- Oversee systems design and staff operations for payment of bills, collection of accounts receivable, records storage and banking responsibilities.
 - Prepare and distribute monthly and annual financial reports appropriate for board, management and responsibility center managers;
 - Provide interpretation and opinions concerning financial performance compared to key financial goals.
 - Oversee preparation of cashflow budget projections for key enterprises using input from responsibility center managers, and report periodically to officers and division managers on cashflow performance.
 - Provide actual to budget analysis and explanation of variances; be a player in holding activity center managers accountable for financial results they control.
 - Analyze feasibility of capital investments (i.e. large equipment, facilities, land) with focus on optimizing procurement strategy.
 - Oversee the design and maintenance of the farm's Management Information System including historical operating and financial data, trend comparisons and ratio analysis in key performance areas.
 - Be a co-leader or facilitator in developing and implementing the Strategic Plan for the business.
 - Serve as primary liaison with business accountant on preparation of state and federal income tax returns.
 - Provide oversight to staff operations related to filing periodic payroll and fuel tax reports and refund requests
 - Arrange loans for operating and capital purposes
 - Set up procedures and oversee administration of annual distributions of landlord crop shares and cost reimbursements; and maintain records on lease advances and crop shares
 - Provide financial expertise and support to owners in estate plan implementation (wills, stock buyouts and payments, etc.) and assist in implementation of business ownership transfers, capital investments, and withdrawals of equity
 - Maintain familiarity with corporate minutes, by-laws, partnership agreements, revenue sharing agreements and ownership capital maintenance requirements
 - Serve as Technology Coordinator for farm; keep computer hardware and software updated; oversee regular backups and maintain information security systems
 - Administer records retention and disposition program; dispose of records when holding periods are met
- (Optional Duties)***
- Monitor grain and livestock markets, keep updated records of current inventory positions and future production to be marketed; market commodities
 - Manage insurance program coverage for crop, casualty, medical and company funded life purposes; maintain history of claims experience, loss to premium ratios
 - Monitor USDA federal farm program provisions and insure compliance in annual cropping plans; file necessary crop plans, production reports and landlord distribution information
 - Supervise investments for pension plan and prepare periodic reports required by law
 - Oversee office maintenance, supplies, and equipment servicing & replacement
 - Shop for capital purchase items based on specifications approved by authorizing managers
 - Provide primary staff in construction of information essential for Business Strategic Planning efforts

Competencies

Team Work – ability to work with diverse mix of owners and employees

Leadership/Delegation – ability to delegate and hold staff accountable for financial management and office functions

Problem Solving – Ability to identify and/or prevent problems before they occur; ability to formulate alternative solutions to problems when necessary; ability to transfer learning from past experiences to new experiences of similar nature.

Communications – have the ability to communicate in a concise and relevant manner

Qualifications – Knowledge, Skills, and Abilities required to perform this job with excellence

Education: Minimum requirement is Masters in Business Administration, Agricultural Finance or comparable degree

Interpersonal skills: Work effectively in a staff support position with owners, managers, and enterprise directors. Possess ability to maintain satisfactory relationships with others, excellent customer service skills and a good overall understanding of appropriate human relations behaviors.

Supervisory Responsibilities: Ability to carry out supervisory responsibilities in accordance with the Company's policies and applicable laws. Applicable supervisory responsibilities include: interviewing, hiring, training, and coaching employees, planning, assigning and directing work, reviewing performance, appraising/disciplining employees when necessary, and addressing complaints and questions and resolving problems.

Computer skills: must be proficient in Word Processing, Data Base Management, Spreadsheet and telecommunications

Management Information Systems: demonstrate proven experience and understanding of how an effective business Management Information System should be set up and administered.

Audit/Internal Controls: should possess understanding of how audits fit into business Management Control system and know how to set up proper systems of internal controls to ensure sound security and audit compliance.

Licenses/Certificates: CPA would be desirable but not required

Appraisal Experience: familiar with methodology for conducting and/or reviewing appraisals of agricultural assets.

Familiarity with agriculture: Must have knowledge and experience with agricultural enterprises

Experience: 2-3 years of actual experience working in agribusiness finance occupations

Managerial Accounting: familiar with standards and guidelines published by the Farm Financial Standards Council

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, clients, customers, and the general public; second language in Spanish would be preferred but not required.

Process Improvement: Knowledge and experience in SOP development, certification systems, efficiency audits, and techniques for improving business efficiency and compliance.

Adaptability: ability to adapt to changes, delays or unexpected events in the work environment; ability to manage competing demands and prioritize tasks; ability to change approach or method to best fit the situation.

Attendance and Punctuality: Ability to consistently be at work and on time.

Dependability: ability to follow instructions, both in written and verbal format; ability to respond to management direction; ability to complete tasks on time or notify the appropriate person with an alternate plan when necessary.

Analytical Ability: Ability to maintain focus for extended periods of time; ability to complete research projects with resourcefulness and persistence; ability to synthesize complex or diverse information; ability to use intuition and experience to complement existing data.

Ethics: Ability to treat all people with respect; promote a harassment-free environment; uphold organizational values.

Judgment: Ability to make prudent and timely decisions; ability to exhibit sound and accurate judgment; ability to explain reasoning for decisions.

Mathematical Ability: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret various graphs. Ability to work with mathematical concepts such as probability and statistical inference. Accounting/bookkeeping experience is required.

Motor Coordination: Ability to coordinate eyes, hands, fingers, and feet accurately and handle precise movements.

Safety and Security: Ability to observe safety and security procedures; Report potentially unsafe conditions. Use equipment and materials properly.

Quality Management: Ability to complete duties, on time and with absolute precision, at least 95% of the time; ability to edit the accuracy and thoroughness of one's work as well as the work of others; ability to constructively apply feedback to improve performance, ability to generate ideas to improve and promote quality in work.

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.

Work Environment – job will involve working in an office atmosphere, but applicant must be able to travel throughout business environment interacting with owners, staff, field personnel, advisors, and professional staff. Employees will be exposed to dust, odors, noise, and equipment typical for a diverse livestock, commodity and specialty crop operation.

Physical Demands

- Employee must be able to lift up to 50 pounds (predominantly office type resources).
- Frequently use hands to finger, handle or feel; reach with arms and hands
- Regularly sit, talk, and hear.
- Occasionally stand, walk, stand, climb, stoop/crouch, crawl or kneel.
- Vision requirements: close vision; distance vision; peripheral vision; and depth vision.

Employee Certification – I acknowledge, understand and agree to the job duties and requirements for this position.

Employee Name (printed) _____ Date _____

Employee Signature _____