



# North Bay Trading Co.

## BUSINESS AND ACCOUNTING MANAGER



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### ABOUT THE COMPANY:

Through our website and Amazon, we sell wholesome shelf-stable food to health-conscious retail and commercial customers. Selling under the brands North Bay Trading Co. and Thousand Lakes, our main products include Wild Rice, Soup Mixes, Beans, Lentils, Freeze Dried Fruit and Vegetables, and Air-Dried Vegetables. As a local, family-owned company, we enjoy the small-town feel (in the great outdoors). As a business that sells nationwide, we also enjoy the fast-paced, entrepreneurial nature of a growing corporation. Truly the best of both worlds.

Our Culture and Employee Fit are both very important to our success. Please read more about us on our website at [northbaytrading.com/about-north-bay-trading](http://northbaytrading.com/about-north-bay-trading) and [northbaytrading.com/jobs](http://northbaytrading.com/jobs). If you truly feel that we are a great match, look at the job description below, and our current job openings on our website.

This is an at-will non-exempt position. Depending upon the final job offer, this position will require a minimum of 30 to 40 hours per week on site at the Company office. Eligible employees receive paid time off, holiday pay, simple IRA match, HSA account contributions, and possible discretionary bonus. Some remote work may be approved by the President. Additional work hours may also be required as requested by the Company.

This position will be subject to all policies in the Company's' Employee Handbook and Employment Agreements, Confidentiality and Non-Disclosure Agreements, or similar employment agreements (copies available on request).

### ABOUT THE POSITION:

**Job Title:** Business and Accounting Manager

**Job Classification:** Non-exempt, Full time (30-40 hours/week, 3-5 days per week); Regular

**Compensation:** \$27 to \$41/hour depending on qualifications and prior experience

### Duties/Essential Functions:

This position assists the President in managing and executing the organizations' accounting, inventory, and food safety programs. Also, general management level support will be given to the organization and its related entities as needed and/or requested. The right candidate will have excellent computer skills and be comfortable working with Microsoft Dynamics GP accounting software and using advanced Excel worksheets.

### Major Accounting Responsibilities:

- Work within a team to execute various bookkeeping and accounting tasks.
- Work in a team fashion with other accounting staff and/or consultants to complete month-end and year-end accounting tasks. Examples include but are not limited to:
  - Assisting with account reconciliations
  - Producing, reviewing, and summarizing accounting reports
  - Keying data into accounting software or worksheets
- Track invoices and pay bills.
- Perform cash forecasting and adjust funds in bank accounts.
- Manage credit card or PayPal chargeback claims.

- Review commercial customer credit applications using 3<sup>rd</sup> party software to approve terms and credit limits for larger commercial accounts.
- Cut off overdue accounts. Help perform collection efforts with Customer Service staff.
- Maintain employee data in the Paychex portal to ensure accurate payroll, PTO tracking, and absenteeism. Perform bi-weekly payroll and hourly timecard approvals. Report issues to the President.
- Manage office reporting activities relating to 1099's, unemployment claims, sales tax, property tax, liability insurance, property insurance, and work comp insurance.
- Work within a team to provide data for business tax preparation.
- Lead quarterly inventory counts and reconciliation efforts.
- Support management in budgeting and financial planning.
- Maintain accurate sales, pricing, cost data, and inventory information in various Company systems. This includes ingredient tracking of blended products, inventory adjustments for Amazon, entering product information into GP, and updating food and packaging registries.
- Assist with ad hoc analysis such as product profitability, sales trends, and other performance results.
- Other bookkeeping and accounting related tasks as assigned.

#### **Safety and Food Safety Functions:**

- Report gaps in workplace safety or food safety employee performance to the President.
- Assist with employee hiring, onboarding paperwork, and food safety training.
- Backfill the Marketing Manager with product labeling, including updates of nutritional fact panels when package sizes are changed.
- Lead key portions of the SQF food safety program, including Traceability and Recall, Management Review, Internal Audit, Validation, and Verification. Provide support in other food safety modules as needed.
- Help manage company compliance to FDA, State of Wisconsin, Kosher, and Organic programs. Lead the annual balance in / balance out audit of organic item(s) during the organic audit.
- Enroll and complete online HACCP food safety training within 3 months. Enroll and complete Preventative Controls Qualified Individual (PCQI) training within 18 months of hire date.
- Manage the pest control vendor.
- Serve on the Food Safety Committee in the role of substitute SQF food safety Practitioner.

#### **Operational and Office Functions:**

- Assist Management with monitoring employee performance and conduct - report the good and bad to the President.
- Perform inventory management including packaging and food ingredient usage forecasting.
- Assist in the procurement of packaging materials and office supplies.
- Assist in routine food ingredient purchasing activities.
- Perform liaison work with third party information technology solution providers.
- Use Microsoft Excel (including pivot tables and VLOOKUP's) to maintain and develop advanced worksheets and reports.
- Assist with admin and reporting work in E-commerce software (Magento and Amazon Seller Central).

- Test Company work instructions and help improve them.
- Assist with order processing, sales order entries, price changes, package size changes, and product specifications.
- Assist customer service staff with resolution of non-routine customer service situations.
- Backfill the Customer and Vendor Support Coordinator's management of inbound and outbound parcel and freight shipments (Parcel, LTL, full truck, international container).
- Backfill other staff functions when others are on vacation or during staff shortages.
- Other tasks as assigned by the President.

#### **Requirements / Qualifications:**

- Exceptional ability to prioritize work efforts yet be flexible to multitask and switch between tasks.
- Willing to be cross trained and take ownership of processes and projects and drive them to completion.
- Values the challenge of identifying problems and solving them.
- Will act upon Management directives in a timely fashion.
- Ability to communicate effectively by oral and written communications.
- Contributes to building a positive team environment with a good work ethic.
- Accurate computer data entry skills.
- At least two years experience in bookkeeping work using ERP accounting software. Good understanding of basic accounting principles. Working knowledge of Dynamics GP is a bonus.
- Comfortable working with e-commerce software.
- Ability to perform and interpret standard mathematical calculations, plus tabulate and categorize data using advanced Excel features.
- No communicable disease which could present a food safety risk.
- Agrees to the Company's Confidentiality and Proprietary Rights Agreement or Employment Agreement that clarifies "works-for-hire."
- At least 4 years of office experience, preferably in a consumer goods or manufacturing environment.
- Willing to work extra hours during peak periods or staffing shortages.

#### **Pay and Schedule:**

- A 4/10 or 3/10 schedule is possible where work is done 10 hours per day for three/four days over a seven-day cycle when staffing levels and schedules allow the business to be fully operational five days per week (7:30am - 4:00pm). However, the Company shall be 100% staffed on days involving inventory count exercises, third-party audits, or other days as determined by Management.
- Work will be primarily performed onsite in Brule, WI. Some remote work is available as approved in advance by the President. You will be issued a company laptop with VPN access for remote work.
- Pay will be in the range of \$27-41/hour depending upon qualifications, W-2 employee status, eligibility to participate in all applicable benefits and Employee Incentive plans.

- Depending upon final job offer: A 30 - 40 hour per week minimum commitment. More hours required as needed or offered. Work in excess of 40 hours per week must be approved in advance in writing by the President. The failure to obtain advance approval of overtime may result in discipline, up to termination. All work in a workweek in excess of 40 hours will be paid at one-and-one-half (1 1/2) times the current regular hourly rate.
- Available “on-call” as needed (for example resolve business interruption, an audit, or Food Recall exercise).
- Offsite hours will be flexible, determined based on projects, and must be approved by the President.
- Compensation for “hours worked” will be paid pursuant to the federal and state laws and regulations in effect at the time of the work.

**Contact:** Please email us at [hr@northbaytrading.com](mailto:hr@northbaytrading.com) and include the job title Business and Accounting Manager in the subject line.