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## **Controller Position Description**

October 2024

**Position Description:** Saunders Brothers is a wholesale nursery and orchard operation in central Virginia. Saunders Brothers is seeking a Controller in our Finance Department. The Controller of Saunders Brothers will assist the Director of Finance to maximize return on financial assets by accurately executing financial policies, procedures, controls and reporting systems. In addition, this individual will manage a team that includes the Accounts Receivable Clerk, Accounts Payable Clerk, Accounting Specialist and Purchasing Agent. If you've dreamed of working in a family atmosphere where hard work, integrity, honesty, and passion are core values, come join our team!

### **Tasks and Responsibilities:**

- Maintain and strengthen financial accounting processes and procedures.
- Maintain, develop, and enforce internal financial controls.
- Assist in assuring safe, accurate, and timely recording of all transactions.
- Knowledge and understanding of Accounts Payable, Accounts Receivable and Purchasing processes.
- Responsible for accuracy of the General Ledger.
- Understand inventory accounting and costing.
- Responsible for accuracy of Fixed Asset reporting.
- Assist with preparation of monthly financial statements while ensuring their accuracy.
- Understand and uphold the Core Values, Business Purpose, and Strategy of Saunders Brothers.
- Assist Director of Finance in all accounting functions and processes.

### **Skills and Knowledge Requirements:**

- Ability to maintain and manage existing policies and procedures with accuracy.
- Workable knowledge and skills of financial and office software.
- Understanding of corporate financial procedures.
- Ability to establish work priorities and to work independently.
- Ability to handle and resolve unexpected issues and crisis situations.
- Must have excellent communication skills (verbal and written) and have ability to work effectively with other staff members and management.

### **Educational and Experience Requirements:**

- Bachelor's Degree from four-year college or university. Degree in Business, Accounting, or Finance is highly recommended.
- Five or more years of related experience or training.
- Team supervisory experience is a plus.

**Supervisor:** Director of Finance of Saunders Brothers, Inc.

**Pay and Benefits:** We offer a competitive salary, health insurance, vacation package, short-term disability insurance, 401k package (eligible after 1 year of employment), and employee pricing on plants and farm market items. We also offer professional training and staff development opportunities for staff. This is a full-time, on site, year-round position.

**Drug Testing and Background Checks:** Saunders Brothers is committed to providing a drug-free and safe workplace. Therefore, all employees are subject to random drug testing, reasonable suspicion testing, and post-accident testing. In addition, all new employees will be subject to a background check.

**Start Date:** As soon as filled.

**Information and Application:** Saunders Brothers Inc. is comfortably situated on the sunrise side of the Blue Ridge Mountains. Located less than 1 hour from the renowned University of Virginia medical center and Liberty University, Nelson County has numerous opportunities for hiking, biking, fishing, and skiing. Company perks include discounts at our retail Farm Market that include seasonal fruit from our orchards, family-raised meats and wholesale pricing on plants grown on our farm.

Contact our Human Resources department at [jobs@saundersbrothers.com](mailto:jobs@saundersbrothers.com). The job description may be seen at [www.saundersbrothers.com](http://www.saundersbrothers.com) and the application can be downloaded or completed on our website. Application must be submitted with resume to be considered.

### **Saunders Brothers Core Values**

**Faith-** Our Core Values and business practices are directed by our Christian faith.

**Integrity-** Honesty and truthfulness are foundational to our business and we seek to do what is morally and ethically right.

**Passion-** We strive to enthusiastically share our love for Agriculture by connecting people with plants, fruit, and the farm.

**Family-** The Saunders Brothers' Family includes and fosters many diverse families, generations, races, religions, and nationalities.

### **Business Purpose**

To make a profit doing something we love.

To have a positive impact on our employees, customers, suppliers, community, and environment.

To provide a productive, nurturing, and fulfilling environment for our team.

### **Strategy**

To be a premier supplier of superb-quality plant material for garden centers, landscapers, and public gardens throughout the Eastern United States.

To be a premier supplier of extraordinary fruit to the people of the Mid-Atlantic area.