

**Ready, Set, Grow!**



**VESTA NUTRA** represents a customer-centric contract manufacturer of dietary supplements and a world-class ingredient distributor under the combined endeavor to ensure high-quality nutraceutical supplements at affordable prices, across the globe. We take responsibility for delivering outstanding products and results to our partners and the consuming public while working with our partners to generate innovation within the supplement industry.

**Vesta Nutra** is ready to meet the challenges of the dynamic global nutritional supplement market, from research, development, supply chain, production, packaging, and regulatory conditions.

**VESTA INGREDIENTS, INC.** understands there are purer, more effective, and more potent ingredients just waiting to be discovered. Skilled research and development staff are constantly investigating emerging scientific and botanical data in order to formulate the next breakthrough dietary supplement your customers will demand.

**VESTA PHARMACEUTICALS, INC.** is a customer-centric contract manufacturer of dietary supplements has grown into a premier cGMP and FDA registered (21CFR111) full-service provider of dietary supplements and nutritional ingredients. Thriving in the growth of the private label nutraceutical space has provided the ability to meet our customer's needs in a timely and price-efficient manner.



### **Controller**

**On-site 5767 Thunderbird Road, Indianapolis, IN 46236**

#### **Essential Duties and Responsibilities:**

- Prepare, examine, and analyze financial statements, annual budget, contracts, accounting records or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards
- Develop, implement, modify, and document record keeping and accounting systems using QuickBooks
- Collaborate with cross-departmental team mates on process improvement and special projects

- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs
- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses and proactively communicate
- Accounts Payable; receive and enter bills/invoices; issue payment; maintain A/P vendor files, A/P check files, Cash report, Credit Card purchases & PO files
- Accounts Receivable: Issue Invoices, process credit card transactions, receive payments, issue credit memos, contact customers regarding open balances, process credit applications for customers and work with collection agencies if required
- Prepare Payroll
- Prepare Monthly Financial Statements, A/R, A/P etc. and reconcile all account
- Back-up for shipping for Vesta Ingredients (Form I, COA, confirm packaging, review documents, generate invoices)
- Quotation process – to allow for profitable Quotes, Cost Accounting
- Manage Company bank account, credit cards, registrations, insurance, and certifications
- Represent Vesta in dealing with Customers, vendors, auditors, and regulatory agencies
- Prepare and maintain information needed for annual Worker’s Comp and liability audits
- Additional duties as assigned

**Requirements & Skills:**

- Bachelor’s degree or closely related field in business administration
- 5 years of accounting experience
- Experience working in food manufacturing or familiarity with FDA and cGMP is a plus
- Detail oriented and ability to thrive in a team environment
- Good knowledge of Accounting principles and procedures
- Good knowledge of Microsoft Office applications
- Experience with cash handling and credit card processing
- Proficient in technology and general office equipment
- Excellent verbal and written communication skills
- Strong organizational and time management skills
- Ability to work efficiently with minimal supervision

Apply today!

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