



Financial Officer/Accountant

Purpose

The Lumber Manufacturing Financial Officer/Accountant plays a critical role in managing the financial activities Herbert Lumber Company's production facility. This position requires a strong understanding of accounting principles, particularly in the manufacturing industry, and the ability to analyze cost structures, inventory management, and operational efficiency. The accountant ensures compliance with regulatory standards while maintaining accurate financial records that support strategic decision-making in the company. In conjunction with the company president, the financial officer/accountant is responsible for oversight and compliance related to the company's ESOP. This role ensures that accurate administration of the ESOP plan and compliance with relevant regulations and provides strategic insights to enhance the effectiveness of the plan.

Education and Experience

- A minimum of an Associate's Degree in Accounting, finance, or related field required.
- 3-5 years of accounting experience.
- Strong understanding of ESOP plan administration, compliance, and regulatory requirements.
- Knowledge of GAAP and accounting standards related to ESOPs.
- Proficiency in financial software and ERP systems, including advanced Excel skills.
- Familiarity with IRS, DOL, and ERISA regulations as they relate to ESOPs.
- Excellent communication and presentation skills, with the ability to explain complex financial matters to non-financial personnel.
- Must have accrual-based accounting experience along with cost accounting.
- Fluent in QuickBooks and its operation.

Desired Skills:

- Experience working in a company with an ESOP structure.
- Strong analytical skills with attention to detail.
- Ability to collaborate cross-functionally with HR, legal, and finance teams.

Key Responsibilities:

1. Cost Accounting:

- Track and analyze the cost of lumber production processes including raw material costs (timber), labor, overhead, and operational expenses.
- Develop standard costing models for different production phases (sawmill, drying, planning).
- Perform variance analysis between actual and standard costs.
- Calculate and report on cost per unit produced, margins, and profitability.