

2. **Inventory Management:**
 - Oversee the accounting of raw materials (logs), work-in-progress (WIP), and finished goods.
 - Implement and maintain inventory control systems.
 - Ensure accurate valuation of lumber inventory and proper tracking of outbound shipments.
3. **Financial Reporting:**
 - Prepare financial statements, including profit and loss (P&L) reports, balance sheets, and cash flow statements specific to manufacturing operations.
 - Provide detailed cost breakdowns and budget-to-actual comparisons.
 - Prepare month-end, quarter-end, and year-end closing reports related to manufacturing activities.
4. **Budgeting and Forecasting:**
 - Assist in developing annual budgets for the facility.
 - Provide financial forecasts based on production volumes, market conditions, and operating expenses.
 - Support management in long-term capital planning and investment decisions.
5. **Regulatory Compliance:**
 - Ensure compliance with Department of Labor (DOL), Internal Revenue Service (IRS), and Employee Retirement Income Security Act (ERISA) regulations governing ESOPs.
 - Prepare and file annual regulatory reports, including IRS Form 5500 and associated schedules.
 - Monitor legislative changes affecting ESOPs and communicate potential impacts to management.
 - Coordinate and assist with IRS and DOL audits or reviews of the ESOP.
6. **Operational Support:**
 - Collaborate with the production and operations teams to provide insights on cost-saving opportunities and process improvements.
 - Collaborate with HR and legal teams to ensure proper documentation and compliance with ESOP plan requirements.
 - Support annual ESOP valuations by providing financial data and analysis to external appraisers.
7. **Tax Planning and Implications:**
 - Manage tax-related aspects of the ESOP, including deductions for contributions, dividends, and the impact on corporate tax planning.
 - Assist in planning and execution of ESOP-related tax strategies to optimize financial benefits for the company and its employees.

About Us

Herbert Lumber Company began in 1947 as a family owned and operated sawmill that transitioned into an employee owned and operated sawmill in 2023. We are a unique cutting mill that specializes in high quality custom cut timbers. We strive to take care of our employees and our customers while maintaining a reputation of making top quality products. We are an equal opportunity employer.