

## **Controller**

### **JOB DESCRIPTION:**

The Controller oversees the preparation and review of the monthly financial package for the division and owns the divisional numbers. They will also prepare and review analyses of key metrics of the business, looking for opportunities to add value to the operations. Additionally, the Controller will work with the Corporate Controller to ensure that appropriate controls are in place for all significant business processes.

### **RESPONSIBILITIES:**

- Responsible for month-end closing process including journal entries, standard reporting package, account reconciliations, and Monthly Operating Report analysis and preparation.
- Analyze monthly statement in terms of key trends in sales, costs, productivity, and margins. Weekly cost, revenue, inventory turns and review with Corporate Controller.
- Capital and major project planning and tracking processes for the operation.
- Perform analytical support for operational cost and margin improvement.
- Ensures compliance with Company policies and procedures and ensures internal controls are in place.
- Coach/develop/mentor junior team members and administration staff.
- Maintain business knowledge and relationships through regular contact with lead team members.

### **JOB REQUIREMENTS & QUALIFICATIONS:**

- Working knowledge of business systems and processes as they relate to an operation's financial reporting.
- More than five years' experience in a financial and/or business services capacity.
- Improvement oriented and focused on identifying business operating efficiencies.
- Good working knowledge of manufacturing or the lumber industry desirable. Well-developed communication skills, both verbal and written.
- A good working knowledge of MS Office applications (Outlook, Excel, Word, and Power Point).
- Detail focused and strong ability to multi-task with strong organizational skills. Ability to work with tight deadlines and prioritize tasks. Ability to work effectively with all levels of the organization, including building relationships with operational employees.

### **REQUIRED PROFESSIONAL EDUCATION AND CERTIFICATIONS:**

- Four-year degree or equivalent experience
- CPA desired, not required

### **COMPENSATION:**

- Will depend on experience.
- Comprehensive benefits package. Full relocation package to Humboldt County, CA.