

Hedstrom Lumber is Hiring: Controller

Hedstrom Lumber has an outstanding professional opportunity available! We are seeking a Controller to provide oversight of accounting, finance, and human resources operations. The mill has been going strong for over 100 years and we plan to upgrade, improve and expand our lumber production facility. Position reports to the President / Vice President of Finance. Direct reports include one full time accountant/office manager. Salary commensurate with experience – wide range depending on skills, estimated range \$80,000-\$110,000. Benefits include health and dental insurance, vacation, sick leave, paid holidays, 401k and more.

Accounting & Administrative responsibilities include:

- Plan, direct, and coordinate accounting operational functions including accounts receivable, accounts payable, cash disbursements, cost accounting, and more
- Oversee production of biweekly payroll, payroll taxes, and quarterly payroll returns
- Maintain company general ledger and statements in accordance with GAAP
- Complete month-end accounting on time and ensure accurate reporting
- Prepare financial reports, analyze financial data, participate in annual budget process, monitor budget
- Manage relationships with vendors for banking, insurance, financing, tax, etc
- Prepare records and work with external auditors for annual audit

Human Resources responsibilities include:

- Manage and secure all employee records including payroll, PTO, and personal data
- Recruit, hire, and terminate staff in conjunction with supervisors
- Manage relationships with vendors for benefit administration, including health and dental insurance, HSA, 401k, and worker's compensation
- Coordinate onboarding for new staff and identify training needs for current staff
- Manage unemployment eligibility and claims

General Requirements:

- Minimum five years of relevant experience in accounting/bookkeeping
- Previous experience managing people
- Experience in production manufacturing preferred
- Solid understanding of GAAP and financial reporting standards
- Must be detail-oriented, accurate, organized, and invested in continuous improvement
- Self-motivated, ability to work independently and as part of a team
- Capable of handling sensitive and confidential information in a discreet, professional manner
- Strong interpersonal skills and the ability to work with a variety of people at all levels
- Advanced skills in Microsoft office
- Positive attitude, initiative, creativity, and adaptability

Physical Requirements:

- Ability to sit at a desk for prolonged periods and work on a computer
- Ability to work in-person; this is not a remote or hybrid position
- Ability to carry loads of up to 25lbs

Education Requirements:

- Bachelor's degree in accounting or finance
- CPA certification preferred