



## Accountant

Hedstrom Lumber has an outstanding professional opportunity available! We are seeking a full-time accountant. The mill has been going strong for over 100 years and we plan to upgrade, improve and expand our lumber production facility.

**Purpose:** Assist the President & VP of Finance in creating and maintaining accurate financial records, processing transactions, reconciling accounts, generating reports for analysis, and maintaining compliance with regulations.

- Schedule: Mon-Fri 8am-5pm with some flexibility
- Salary \$60,000-\$80,000, commensurate with education/experience
  - Determined by history of accounting & bookkeeping
- Full suite of benefits including health, dental, vacation, sick leave, paid holidays, 401k, and more
- Career growth and salary growth opportunities! Increases with mastery of skills/responsibilities
- On-the-job training provided; specific skill training encouraged and supported

### Duties

- Process day-to-day accounting functions including payroll, accounts receivable, accounts payable, cash deposits, and journal entries
- Conduct monthly reconciliations for bank, credit card, general ledger, and balance sheet accounts
- Support month, quarter, and year-end close processes, including financial statement preparation
- Manage production inventory including data entry, costing, reporting, and physical inventory counts
- Shared administrative responsibilities: answering phones, lobby reception, scaling trucks, frequent interaction with suppliers, customers, employees, and tourists
- Other duties as assigned

### Requirements

- 3-5 years of bookkeeping experience with an integrated general ledger system
- Proficiency in accounting principles, practices, and standards
- Advanced Microsoft Office skills, especially Excel
- Strong attention to detail and accuracy
- Self-motivated team player with the ability to work independently
- Excellent organizational & analytical skills
- Strong interpersonal skills and the ability to handle confidential information with integrity & discretion
- Positive attitude, initiative, and adaptability

### Physical Requirements

- Ability to sit at a desk for prolonged periods and to work on a computer
- Ability to regularly work outside for short periods in all types of weather
- Ability to occasionally work outside for long periods in all types of weather
- Ability to lift objects weighing up to 25lbs

## Education

- Required: A two-year accredited associate's degree
- Strongly Preferred: A two-year or four-year degree in accounting or a closely related business field
- Preferred: Active CPA license

**If you are interested in being part of a dynamic company as it moves into its second century of business, apply now at <http://hedstromlumber.com/careers/> or call Chris Hegg with questions at 218-877-7031**