

POSITION SUMMARY – Plant Accountant

Hunt Forest Products is seeking an experienced business unit accountant. Based in Pollock, Louisiana, the successful candidate will be responsible for overseeing the accounting and finance operations of both plywood and hardwood sawmill plants, tax reporting, capital project budgeting, preparation of weekly and monthly financial statements; as well as other accounting and office related duties assigned by the Plant Managers or Director of Financial Services.

Reporting primarily to the Plant Manager, this position provides support for coordination of policies, procedures, systems and activities related to the timely and efficient preparation of the financial statements, operating budgets, forecasts and analytical information as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsibilities

- Assists with all accounting functions for the mill
- Ensures compliance with jurisdictional regulations and requirements
- Understands accepted business practices and law
- Assists plant managers with any contractual obligations (Insurance for building, business license)
- Responsible for compiling data used in reporting to the board of directors
- Establishes and manages mill financial processes, policies and internal controls
- Understands Hunt Forest Products' company structure
- Provides support for the production operation of the Mill (review production reports and bring any irregularities to the mill managers' attention)
- Assists with vendor management, invoice coding and business unit accounting
- Reviews accounting information specifically relating to production, hourly payroll, shipping and accounts payable

Organizational

- Oversee and maintain internal financial controls
- Other duties as assigned by the Plant Managers or Director of Financial Services.
- Internal working relationship with woodlands department personnel, the IT department, production management, and corporate accounting staff; external contacts may include company suppliers and miscellaneous receivable customers.
- The position has the authority to prepare departmental budgets, enforce established corporate policies and procedures.

Education and/or Experience

- Bachelor's degree Accounting/Finance required
- Wood or other manufacturing experience preferred
- Minimum 2 years of accounting experience preferred
- Passion for safety initiatives and exceptional safety record
- Ability to work flexible hours including weekends and holidays if needed

Skills

- Must have skill in exercising a high degree of initiative, judgement, discretion, and decision-making to achieve objectives.
- Knowledge of local and federal tax practices in the lumber industry
- Ability to occasionally work in, or observe first-hand, the operations of the mill inside an industrial environment; in and around heavy equipment, for purposes of understanding the manufacturing process and inventory controls.
- Must be able to identify, analyze, and resolve accounting and financial problems.
- Have the ability to analyze financial results from operations.
- Diligence with follow up of questions or concerns until the answer is reached.
- Proficient with Microsoft Office products, particularly Excel.
- Highly professional, ability to maintain confidentiality of information.
- Some instate travel required

Benefits:

- Health insurance
- Life insurance
- Vision insurance
- Dental insurance
- 401(k)
- 401(k) matching
- Employee assistance program
- Employee Referral program
- Tuition reimbursement