

	<p>JOB DESCRIPTION Corporate Controller</p> <p><i>Updated: September 2019</i></p>
<p>Employee Owner: Open</p>	<p>Reports to: Chief Financial Officer, Rick Sullivan</p>

Our Company

Idaho Pacific Lumber Co., Inc. (“IdaPac”) is a national supplier to the construction industry with the best possible service and satisfaction at the most competitive prices. IdaPac is a preferred provider of wood products for high density and single-family tract housing and commercial building projects across America since 1979. Financing the materials secured through lien rights is an important component of the IdaPac’s value proposition for our customers. IdaPac also has investment ownership in affiliated building products companies based in Oregon. Headquartered in Meridian, Idaho with trader offices throughout the United States. Emphasizing the importance of the employee-owned business, IdaPac takes pride in hiring only the most qualified and trustworthy associates to join the team. IdaPac shares financially in the growth of the company through its Employee Stock Ownership Plan, and as employee-owners, they have the pride and privilege of seeing the company grow and prosper.

Job Summary

The Corporate Controller is primarily responsible for effectively leading the accounting, payroll and benefits team and processes. The Corporate Controller will lead initiatives to better optimize related finance and reporting processes. The position will also assist on numerous ad hoc and strategic opportunities and challenges to grow the business and manage risk.

Responsibilities & Typical Duties

- 1) Communicate regularly with various stakeholders such as customers, owners, financial institutions, attorneys, traders, trader assistants, buyers, and support staff.
- 2) Provide support and leadership for Manager Compensation and Benefits and accounting team. Develop and grow team’s skills.
- 3) Accounting related processes including daily expense review and approval, monthly close, balance sheet reconciliations, fixed assets, equity accounting, consolidations, financial reporting, bank compliance reporting, ESOP accounting, ESOP administration, and quarterly board reporting packages.
- 4) Coordination and completion of year end activities including external annual audits, external tax return completion, and semi-annual bank collateral audits.
- 5) Support the annual budget and external valuation processes.
- 6) Understand and oversee team responsible for WoodPro system related activities for general ledger and the integration with subsidiary ledgers and systems. Understand and support team responsible for web-based payroll system Paylocity.
- 7) Primary ownership of VIVID reporting tool.
- 8) Ownership of accounting for subsidiaries, consolidations and ESOP entity.
- 9) Provide support, oversight and cross training for the expense reporting, trader earnings, payroll, benefits, personnel files and related functions.

- 10) Provide support, oversight and cross training for all tax and state reporting related functions including income, sales taxes, corporate registrations and other taxes. Provide support to shareholders and individuals who have tax related questions.
- 11) Provide support, oversight and cross training for insurance related functions including general liability, inventory, executive risk and related areas.
- 12) Provide support for legal research questions that frequently arise related to employment, insurance and equity transactions.
- 13) Provide support for infrastructure related activities such as facilities and technology.
- 14) Responsible for creating, documenting, communicating, implementing, updating and managing the accounting related processes.
- 15) Maintain, document and develop accounting guidelines including the establishment of Monitoring and Reporting processes to ensure protection of company assets, and improve and optimize processes.
- 16) Support/Lead initiatives for continuous improvement of the accounting processes by better optimizing the functionality of enterprise software WoodPro and reporting tools such as VIVID reports.
- 17) Manage relationship with external accounting firm and ESOP Administrator.
- 18) Comply with federal and state legal requirements and advise management on needed actions
- 19) After demonstrated understanding of IdaPac culture, become member of management leadership team.

Performance Metrics

- 20) Responsiveness to stakeholders: Bank, management team, employee owners, partners, external accountants, Legal Team, and other stakeholder
- 21) Timeliness: Complete month end closing processes for IdaPac Trading and subsidiary by end of 7th business day and consolidations and related reports by end of 10th business day.
 - a) Expense review and approval within business day of receipt if possible
 - b) Meet or beat all filing deadlines.
- 22) Accuracy: Strive for 100% error-free, but errors do occur. Learn from them, and fix.
- 23) Communication: If can't meet expectations, proactively communication

Requirements

- 24) Integrity: Maintain highest level of ethical standards. Always do the right thing. If questions, consult with others including leadership.
- 25) Communication Skills: Communicates in an open, straight forward, honest and respectful style; checks for message clarity; understands the effect the communication style has on others, including nonverbal communications; plans for and adapts to the wide variety of communication preferences and needs of others.
- 26) Interpersonal skills: Ability to build and grow relationships with stakeholders. Maintain composure and tact during intense situations which inevitably arise.
- 27) Demonstrate Leadership for Others: Displays consistent skills, behaviors, and attitudes congruent with the values and strategies of IdaPac; models high performing level of motivation, performance and personal integrity that others strive to emulate; matches actions and words.
- 28) Exercise Sound Business Judgment: Interest and ability to understand the building products industry and our customer requirements. Shows mental discipline and toughness; makes

decisions that are based on logical assumptions that reflect the good of the organization; takes reasonable risks to achieve significant gain.

- 29) Plan and Analyze: Uses relevant information from different sources to identify issues and develop strategies for accomplishing goals; translates strategies into action-oriented objectives; identifies important relationships and root causes; anticipates issues, obstacles or opportunities that may impact plans or action
- 30) Manage Finances: Understands the financial implications of various actions; makes effective use of various sources of financial information (e.g., operating reports, spreadsheets, etc.); establishes and meets realistic budget goals based on sound cost analysis; takes continuous action to control costs while maintaining high quality performance.
- 31) Control Quality: Reviews accounts to identify and minimize potential loss and to assure early identification and resolution of problems; ensures customer adherence to terms of agreement, retention of proper documentation and consistent monitoring of accounts.
- 32) Problem Solving: Ability to identify and resolve variety of issues and questions that arise. Many variations of process occur and must be able to solve the next unique challenge.
- 33) Multi-Task: Ability to perform multiple activities and keep status. Ability to prioritize and work to balance competing requests from multiple stakeholders.
- 34) Disseminate Information: Encourages and continually demonstrates the timely distribution of information within and across the organization.

Experience and Education:

- 35) Requires a bachelor's (or master's) degree in accounting and 5 - 7 years minimum experience in public accounting with international, national or large regional firm.
- 36) CPA required
- 37) Leadership and supervisory experience required.
- 38) Strong oral, analytical and persuasive skills are required as is the ability to read, interpret and organize complex documents.
- 39) Strong computer skills and experience with Microsoft Office, reporting tools and enterprise software.
- 40) Prior building products industry experience a plus.

Expectations and Benefits

- 41) Minimum 40 hours / week in Meridian, Idaho main office on standard business hours schedule M- F. Will require additional time as needed during year and quarter ends to meet completion dates and expectations.
- 42) Position salary exempt from overtime and standard Paid Time Off schedule
- 43) Eligible for annual discretionary bonus based upon performance and company profitability.
- 44) Other benefits consistent with IdaPac benefits package

Contact Information

Hiring contact: Rick Sullivan, careers@idapac.com, 800-231-2310

Website: <https://www.idapac.com/careers>