

	JOB DESCRIPTION Assistant Finance Manager <i>Updated: May 2021</i>
Employee Owner: Open	Reports to: Senior Finance Manager, Tara Rose

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. 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.

Position: Assistant Finance Manager

We are looking to add a hard-working, self-motivated, person with excellent people skills and a positive attitude to our finance team.

Job Summary

The Assistant Finance Manager is primarily responsible for effectively supervising the Finance Team and managing the Credit & Collections process ensuring completion of all required credit activities and maintaining strong customer relations. This Assistant Finance Manager will also support initiatives to better optimize the Contracting, Credit & Collection processes.

Additionally, this role will support the month end close process and other accounting/system projects.

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 team of Finance Specialists who manage customer accounts for assigned traders. Develop and grow team’s skills.
- 3) Responsible for implementing, updating and managing the customer receivables and collections processes
- 4) Ensure all projects have lien rights protected through job review, preliminary notifications, notices, and lien filing. Run reports and review with Finance Team to ensure compliance with all state laws for maintaining lien rights.

- 5) Ability to use national lien law system and understand state statutes are regularly updated in WoodPro system.
- 6) Review and approve credit by reviewing customer's project application, verifying financial status and usage of risk management tools such as Joint Check Agreements based up customer history.
- 7) Review over contract reports working with Finance Team and trader team ensuring change orders approved for all amounts over contract.
- 8) Primarily responsible for ensuring completion of all Monitoring and Reporting processes to ensure lien rights protection and improve and optimize processes.
- 9) Provide support to team by facilitating communication with customer on past due balance. When customers continue to miss deadlines or are responsive work closely with Finance Officer to escalate communication to general contractors, owners, banks, and management.
- 10) Partnering with sales to collect past due monies, identify customer behavior changes, propose potential solutions and collect interest on past due balances.
- 11) Solve problems, do research, prepare packages for lien filings including working with transportation to gather proof of deliveries.
- 12) Support initiatives to improve the collections cycle by better optimizing the Credit/Collection functionality of enterprise software WoodPro. Serve as primary expert on the functionality of WoodPro and other systems (such as Textura) for Receivables and Credit functions.
- 13) Primary responsibility for the month end close process running AR reports, account reconciliations and management reporting
- 14) Oversee relationship with Credit Insurance provider.
- 15) Comply with federal and state legal requirements and advise management on needed actions
- 16) Finance team processes approximately 1,200 jobs with 30,000 invoices for deliveries per year for 300 active customers
- 17) Identify and implement continuous improvement enhancements in processes and systems.

Performance Metrics

- 18) Responsiveness to stakeholders: Customers, Traders, Legal Team, other employee owners
- 19) Maintenance of Lien Rights: 100% of projects
- 20) Accuracy: Strive for 100% error-free, but errors do occur. Learn from them, and fix.
- 21) Over contract balance < \$500,000
- 22) Collections: AR Days Sales Outstanding to not exceed 55.
- 23) Interest: Collect interest on chronic past due accounts, Target Interest collected > 0.5% AR balance

Knowledge, Skills, Abilities

- Work positively and communicate professionally across the team in order to make an effective contribution to the team.
- Excellent interpersonal skills.
- Ability to maintain professional relationship within a team while providing high levels of customer service by communicating with clear and timely responses to issues, requests, & problems.
- Meticulous attention to detail, self-motivated.

- Proactive and capable of working as a member of the team, as well as individually.
- Organized, able to multi-task, meet deadlines, and work well under pressure.

Requirements

- Integrity: Maintain highest level of ethical standards. Always do the right thing. If questions, consult with others including leadership.
- 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.
- Interpersonal skills: Ability to build and grow relationships with stakeholders. Maintain composure and tact during intense situations which inevitably arise.
- 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.
- 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.
- Plan and Analyze: Uses relevant information from different sources to identify issues and develop strategies for accomplishing goals; anticipates issues, obstacles or opportunities that may impact plans or action.
- Control Quality: Ensures customer adherence to terms of agreement, retention of proper documentation and consistent monitoring of accounts.
- 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.
- Multi-Task: Ability to perform multiple activities and keep status. Ability to prioritize and work to balance competing requests from multiple stakeholders.
- Disseminate Information: Encourages and continually demonstrates the timely distribution of information within and across the organization.

Experience and Education:

- Construction industry credit and collections experience strongly preferred.
- Understanding of lien laws in multiple states preferred.
- Prefer an Associates' degree; or minimum of two years related experience and or training; or equivalent combination of education and experience.
- Should possess 10-key skills and proficient in using Microsoft Word, and Excel.
- Conflict resolution skills, knowledge of construction industry, and project management skills a definite plus.

Expectations and Benefits

- Standard 40 hours / week in office on standard business hours schedule M- F. May have occasional additional time as needed to meet completion dates and expectations.
- Position hourly and standard Paid Time Off schedule
- Eligible for annual discretionary bonus based upon performance and company profitability.
- Other benefits consistent with IdaPac benefits package

Contact Information

Hiring contact: Tara Rose, tara@idapac.com, 800-231-2310

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