



Position Title

Division Controller

Position Location

Kane, PA

Position Description

This is a salaried, exempt position located in the office at the Kane, Pennsylvania sawmill and reports to the Manager-Kane Operations, with indirect dual reporting to the Corporate VP, Finance, and VP, Human Resources.

Division Controller Position Responsibilities

Annual:

- Work with Corporate Accounting to provide information for annual audit
- Prepare YE schedules for Corporate and Auditors.
- Oversee Inventory physical counts, inventory valuation and inventory process controls
- Be available for physical inventory process
 - Roll back/forward to provide auditors with information needed
 - Valuation of inventory at Lower of Cost or Market
- Preparation of annual budgets and quarterly reforecasting (working in coordination with Sales, Operations, Plant Production and Forestry personnel)

Monthly/Quarterly

- Monthly Financial Statement preparation and analysis within closing schedule
- Financial Analysis and Costing
- Perform Monthly accounting functions including reconciliation of balance sheet accounts, misc. income, misc. expense, meals & entertainment, donations, or others as directed
- Monthly Budget variance analysis
- Monthly reconciliation of inventory (logs, lumber, byproducts)
- Monthly valuation of inventory (logs, lumber, byproducts)
- Report on CIP project accounting
- Report on project expectations and results
- Produce monthly accruals
- Prepare Board information and other supporting schedules as requested by Corporate and or Manager
- Maintain fixed asset schedules and monthly depreciation
- Prepare information for internal audits
- Comprehend the current contracts and process the Collins Pennsylvania Trust and Family Warrants activities in alignment with the Trust Agent and Trustee.
- Attend monthly meetings with all accounting managers
- Work on Corporate processes (evolutionary)

Weekly:

- Review Accounts Receivable and assure that bad debt provisions are adequate
- Provide Weekly cash flow schedule to Corporate by 10:00 am Monday morning
- Have conference call with CFO weekly to discuss open issues
- Participate in production/facility meetings

Daily

- Establish and maintain controls and procedures to assure acceptable accounting practices
- Work with Corporate Banking to safeguard cash, establish and maintain procedures to assure compliance
- Work with Corporate to establish open lines of communication on issues as they arise
- Perform financial analysis on all aspects of Mill performance as requested
- Perform financial analysis on potential project and/or CIP projects

Human Resources Responsibilities

Under general direction and in accordance with established human resources policies and procedures, responsible for recruiting, coordinating employment process (onboarding), wage reviews, payroll administration, benefit administration, training workshops, and other human resources and plant safety activities:

- Knowledge of, and experience with, employee selection systems including recruitment, interviewing, background screening, selection, orientation and drug testing for salaried and hourly employees
- Ability to coordinate management training in interviewing, hiring, terminations, promotions, performance review, safety, affirmative action and harassment and other subjects as needed
- Coordinate and administer recruiting and staffing processes. Arrange interviews, background checks, and any other pre-employment requirements.
- Be familiar with all Federal and State employment related laws; Assure plant compliance with state and federal labor legislation regarding EEO, AAP, Wage and Hour laws, Unemployment compensation, etc. May help represent plant with audits.
- Maintain employee files
- Administer employee benefit plans for location in accordance with corporate policies. Respond to inquiries regarding policies, procedures and programs
- Prepare special personnel reports, such as monthly plant personnel activity and head count, EEO-AAP reports and various state and federal reports.
- Prepare and update plant Affirmative Action Program and develop associated records and reports.
- Provide counsel and advice to plant manager and supervisors regarding all phases of recruitment, selection, and retention process.
- Provide counsel to employees regarding personal and work related problems, questions of pay or policy, benefits, attendance, etc.
- Process unemployment compensation claims
- Apply formal discipline program in accordance with Employee Handbook and work with front line supervisors in administering discipline.
- Monitor absentee call-ins and coordinate attendance information with supervisors. Monitor disciplinary action for absenteeism. Administer FMLA program.
- Coordinate with plant management on manpower utilization, turnover control, compensation, performance evaluations, and other personnel matters.
- Review and administer wage adjustments for plant personnel.
- Oversee administration of workers compensation program, including return to work programs
- Participate in the Plant Safety Committee, assist supervisors in performing routine safety audits, maintain safety files and records, investigate industrial accidents and injuries and cooperate in the preparation of material and evidence for use in hearings, lawsuits, and insurance investigations and prepare reports for the insurance carrier
- Assure compliance with Federal and State OSHA regulations
- Coordinate inspection of plant facilities to detect existing or potential accident and health hazards, determine corrective or preventative measures where indicated, and follow up to ensure measures have been implemented
- Any other functions or related duties as may be required

Position Requirements

Controller:

- Bachelor degree with emphasis in Accounting is required
- Proven supervisory experience and people skills
- Strong Management skills to interact with Division Management Team and Corporate.
- Prefer five years hands-on work experience in woods products industry
- Solid Accounting experience to lead and direct the accounting functions of the facility, strong budgetary understanding and focus, strong operational accounting understanding.
- Ability to self-direct and prioritize workflow
- Must be computer proficient including spreadsheet, word documents and accounting systems; Systems background a benefit – ability to understand process and implement new systems. Ability to learn multiple systems and understand the integration of those systems.

- Ability to exercise good judgment and manage the function, consistent with corporate and fiduciary principles and guidelines while participating as a member of the local facility team.
- Ability to support facility management
- Be able to communicate with a multiple levels of individuals: Management, Sales Staff, Vendors, Customers, Public, Corporate staff, and CFO.
- 3 – 5 years' experience in Human Resources
- Attention to details a must
- Recognize and maintain a high degree of confidentiality as appropriate and required
- Extended hours may be required to meet internal and external requirements

Salary

\$ DOE Salaried, Exempt Position

Resume Closing Date

Open until filled

Send Resume To

Human Resources
Collins

Email: KaneDC2020@collinsco.com

This bulletin is intended as a communication device.

This bulletin reflects a generalization of information and may not reflect all aspects of this position.

Collins is an Equal Opportunity Employer.

This facility is alcohol and tobacco free. Pre-employment drug screen required.

All qualified applicants will receive consideration for employment without regard to race/ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or any other status protected by law.

Individuals with a disability, who need a reasonable accommodation in the application or hiring process, please contact Human Resources at 503.826.5230 or CollinsHR@collinsco.com.