



BEISSER

LUMBER COMPANY

JOB TITLE: ACCOUNTING MANAGER

DATE: March 26, 2025

REPORTS TO: SVP – CFO

FLSA STATUS: Exempt

About Us: We are a leading, multi-location lumber and building materials company with over \$100 million in annual revenue and a strong reputation for quality, reliability, and service. With over 160 employees across four locations, we are experiencing continued growth and are seeking a talented Accounting Manager to strengthen our financial operations and support our leadership team.

Job Summary: The Accounting Manager oversees the daily operations of the accounting department, ensures accurate and timely financial reporting, maintains internal controls, and supports strategic decision-making.

Key Responsibilities:

- Supervise accounting personnel.
- Lead day-to-day accounting operations, including general ledger, accounts payable/receivable, bank reconciliations, and inventory accounting.
- Manage month-end and year-end closing processes.
- Prepare internal financial statements with management reporting.
- Assist, coordinate, and file various tax returns, such as income tax and sales & use tax, ensuring accuracy, timeliness, and compliance.
- Ensure company assets are properly recorded and tracked.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.
- Assist the CFO with budgeting, forecasting, cash flow management, and variance analysis.
- Collaborate with location managers to ensure accurate inventory tracking and cost controls.
- Oversee accounting systems and recommend improvements to enhance efficiency and scalability.
- Assist with the collection of accounts receivable and bad debt management.
- Assure timely payment of vendor invoices to maximize early pay discounts.
- Other duties as assigned by management.

Qualifications & Skills:

- Bachelor's degree in accounting (CPA preferred).
- Minimum of 4-7 years of progressive accounting experience, including 2+ years in a supervisory or management capacity.
- Experience in a multi-location, inventory-based industry (lumber, construction supply, wholesale, or distribution preferred).
- Solid understanding of GAAP, financial statements, and internal controls.
- Accounting software experience.
- Strong leadership and team management skills.
- High attention to detail and accuracy.
- Excellent organizational and time-management abilities.
- Effective communication skills-both written and verbal.
- Strong analytical and problem-solving capabilities.
- Proficiency in Microsoft Excel and financial reporting tools.
- Hands-on, proactive mindset with a willingness to improve systems and processes.