

THE COMPANY

DP Doors & Millwork was established in 2005 in Bozeman, Montana, and has grown to become a regional leader in prefinished door and millwork production. DP Doors & Millwork has a reputation for providing outstanding service and furniture quality finishes while saving customers significant time and money with its pre-cut and prefinished door and trim packages. With an extremely strong market share regionally and backed by private equity investors, DP Doors is expanding in new markets in Western Montana and Salt Lake City.

THE POSITION & RESPONSIBILITIES

Reporting directly to the CEO, the Controller provides general accounting oversight, financial reporting, human resources, and IT leadership. Specific duties will include the evaluation and monitoring of internal accounting controls for preparation, review, compliance, and analysis of financial information for internal and external reporting. This will include providing information for the preparation of tax returns and the performance of special projects (as requested). The position will also be responsible for all human resource matters including payroll, benefits, government documentation, compliance with regulatory requirements, etc. Additionally, this position will provide oversight for the IT functions of the organization. The Controller position is also responsible for preparing the materials for the Company's board of directors meetings and actively participating in those meetings.

The position offers the candidate the opportunity to be part of the Company's three person leadership team (along with the CEO and Vice President of Production) with significant input on the Company's strategic direction, financing strategy and growth plans. The Controller will have frequent interaction with the Company's private equity owners and with the Company's board of directors.

This individual will:

- Develop, improve, and issue monthly financials and reports for upper management and Board of Directors.
- Utilize financial analysis tools to evaluate company objectives and provide forecasting.
- Be the day to day contact with the Company's bank and manage reporting to the bank
- Maintain a working knowledge of financing options and tax laws to understand the impact of decisions.
- Oversee individuals making human resource-related filings, record keeping, payments, and documentation.
- Oversee individuals and maintain responsibility for accounting support functions and requirements, oversee regular pending payments, and establish and maintain new entities as business needs demand.
- Manage the company's annual financial and bank collateral audits
- Be the primary contact with the Company's third party IT vendors

Duties and responsibilities include:

- Month-end closing; ledger and account reconciliation
- Budgeting & forecasting
- Tax preparation

- Internal & external financial and human resource reporting
- IT oversight and coordination with third party vendors
- Special projects

EDUCATION AND EXPERIENCE

- Six+ years' relevant experience.
- Experience with and proficiency in QuickBooks.
- Bachelor's or Master's degree in accounting, finance, or related discipline.
- Manufacturing industry or equivalent experience is preferred.
- CPA or CMA preferred
- Strong Excel and PowerPoint capabilities required
- Experience with FileMaker preferred
- Experience utilizing Artificial Intelligence in business applications preferred

PERSONAL CHARACTERISTICS AND SKILLS

- A cultural fit is important to the Company.
- Data-driven, analytical, competent decision maker, able to complete thorough research and investigation, yet make proactive and timely decisions.
- Excellent negotiation, analytical, and organizational skills with the ability to balance both strategy and tactical work.
- Possesses a collaborative and respectful spirit.
- Demonstrated communication skills, verbal and written, with a variety of audiences at all levels, both internal and external.
- Ability to look at the entire company scope then respond with key, innovative, strategic ideas through action plans.
- Holds self and others accountable for actions.

CONTACT INFORMATION

- Interested candidates should submit their resume and cover letter to mh@hillcrestcp.com.