

Inventory Accountant

Viking Forest Products, LLC – Eden Prairie, MN

Viking Forest Products is one of North America's largest wholesale distributors of wood panels and lumber products. We sell by truck and railcar to lumber yards, distribution centers, home centers, industrial users and manufacturers. With sales of over \$400 million in 2017, we are a significant player in the North American wood products business.

Viking is interested in hiring a full-time Inventory Accountant. We are an equal opportunity employer and offer excellent benefits, competitive compensation packages, matching 401(K), paid time off, and medical, dental and vision plans.

Job Summary

The job of the Inventory Accountant provides direct administrative support to the trading staff, as well as to the Controller and Assistant Controller of Viking Forest Products, LLC. This position completes the day-to-day duties of the department which may include: billing customers, reconciling inventory records with third party storage facilities, receipting inventory purchases into the subsidiary ledger, pulling inventory sales out of the subsidiary ledger, and processing adjustments to files in order to allocate margin appropriately.

Duties and Responsibilities

- Review and approve freight bills and invoices from independent contractors
- Allocate freight costs to inventory
- Allocate margin to orders between appropriate traders
- Set up OCs for purchases going into inventory
- Set up POs for sales shipping out of inventory
- Prepare customer invoices
- Clear orders from confirmed sales and late shipment reports once invoiced
- Gather necessary documents and facilitate the set up new inventory reload locations
- Request monthly inventory records from reload locations for the purpose of reconciliation
- Reconcile inventory subsidiary ledger information with third party reload locations monthly
- Identify timing differences for receipt of inventory to explain over/shorts during at month end.
- Resolve any discrepancies with reloads (involving traders when necessary)
- Complete monthly Lower of Cost or Market reporting

Education and/or Experience

Bachelor's or Associate's degree from a college or technical school preferred; and a minimum two years of related experience or equivalent combination of education and experience. Background in or a strong interest in accounting preferred.

Knowledge, Skills, and Abilities

- Ability to organize, prioritize, manage time and work with limited direction
- Ability to effectively interact with all levels of business via phone, written communication, and in person
- Ability to listen and interpret to decide if there is an underlying problem
- Excellent accounting analysis and research skills
- Strong interpersonal and communication skills
- Familiarity with MS Office products (proficiency with Excel preferred)
- Ability to work independently under little guidance on several projects simultaneously

Please send resumes to vfpsales@fctg.com