



STARKER FORESTS, INC.

www.starkerforests.com 541-929-2477 (office)
7240 SW Philomath Blvd. | Corvallis, OR 97333
PO Box 809 | Corvallis, OR 97339

Since 1936, Starker Forests has provided an outstanding example of progressive forestry practices, resource stewardship and responsible citizenship. We are a fifth-generation family business and manage our long-term business to successfully meet the needs of our owners, employees, and the continued vitality of our communities. We are seeking a professional and experienced Chief Financial Officer to join our team. To learn more about our company please visit www.starkerforests.com.

Position Title: Chief Financial Officer

Posting Date: July 15, 2019

Location: Corvallis, Oregon

Reports to: Chief Executive Officer (CEO)

Job Summary

As an active and participating member of the leadership team, the CFO is responsible for managing Starker Forests, Inc. accounting systems; tax planning and preparation; financial reporting; and related functions specifically of: S Corp (1), LLC (4), trusts (6), family holdings (5), and retirement plans (3).

Hours: Full time (40 hours)

Salary: \$125,000 - \$165,000 Based on Experience

Benefits:

- Health Insurance for employee, cafeteria plan for dependents premium
- Long Term Disability and Life Insurance
- Vacation, 6 paid holidays, 2 floating holidays, sick pay
- Profit Sharing Plan
- 401K and Roth 401K

Send cover letter and resume to: cfo@starkerforests.com

Application will be accepted thru August 16th, 2019

Interviews will start September 3rd, 2019

Starting date will be negotiated with the successful candidate.

ACCOUNTABLE FOR:

Budgeting

- Promote, coordinate, produce, and communicate budget process to staff, management team, and CEO.
- Verify all budget components for accuracy and adherence to strategic plan.

Human Resources

- Assure employer and employee compliance to local, state, and federal payroll rules through research and education, and disseminate and explain information to staff.
- Understand and evaluate current options for benefits package including health insurance, long term disability, worker's compensation, and retirement plans. Develop and maintain employee handbook. Provide data for salary review and retirement contributions.

Accounting

- Manage the preparation of monthly financial statements for 3 entities.
- Supervise the accounting staff of 2.
- Account for Fixed assets and maintain the software.
- Prepare the annual financial statement for Starker Forests, Inc
- Manage the Sage accounting software.
- Prepare all reports to lenders.
- Maintain basis database for timber and timberland.
- Calculate management fees for related entities.

Investing and Cash Management

- Establish relationships and interact with bankers and brokers regarding company accounts, fund transfers, investments.

Tax Planning and Preparation

- Determine estimated tax payments for trusts and individual family members using established tax planning.
- Collect data, documents, information and compile individual and company returns for review.
- Liaison with tax consultants and coordinate communication with appropriate parties.
- Manage property tax payments using data exchange
- Produce lodging reports for county and state
- Supervise W-2 and 1099 preparation.

Risk Management

- Manage commercial insurance policy
- Monitor vendor contracts
- Review vendor insurance requirements
- Liaison with all provider agents
- Consult with attorneys on risk management

Family Office

- Calculate and make estimated tax payments for trusts and families
- Monitor investments for shareholders
- Maintain checkbooks for individuals
- Manage disbursements for selected individuals

Corporate Secretary

- Record and distribute corporate board minutes
- Maintain corporate by-laws
- Keep stock records

Estate Planning

- Coordinate attorney and accountants
- Maintain records of wills and trusts
- Be mindful of planning opportunities

Qualifications

CPA license preferred.

Experience with financial statement preparation.

Experience with tax work for S Corps, LLC's, & individuals

Experience in the following is a plus:

Human Resource Management

Corporate Risk Management

Trust Accounting & Tax

Investing and Cash Management

Estate Planning