

Career Development Opportunity

Site Supervisor: Phil Graef

Email: pgraef@dakotapanel.com

Phone: 605-348-1613 Ext 3510

Address: 1651 Culvert St. Rapid City South Dakota, 57701

Are you a BHSU Alumni?: No

If yes, what year did you graduate?:

Opportunity Details

Business, Company, Organization Name: Dakota Panel

Company Description: Midwest Manufacturing, the manufacturing division of Menards, has continually grown to become one of the largest manufactures of building materials in the Midwest. The Dakota Panel plant in Rapid City, SD specializes in particleboard and particleboard finished goods like shelving, moldings, and cabinets.

Opportunity Offering: Career

Work Study Options:

Opportunity Title: Controller Trainee

The opportunity will take place in?: Rapid City, SD

Start Date: 7/24/2019

End Date:

Weekly Hours: 45

Hourly Wage:

What does the opportunity provide?:

Menards and Midwest Manufacturing offer exceptional advancement opportunities, a positive work environment, as well as great pay and benefits!

What are the characteristics of a qualified candidate?:

The candidate should have a solid grasp of excel, help find solutions to problems as they arise, and be adaptable to changing situations.

What skills are needed to be successful?:

- Bachelor's or Associate's Degree in Accounting or Finance
- Working knowledge of modern accounting methods and techniques
- Knowledge of Microsoft Office products- Excel, Access, Word
- Good data entry skills
- Able to write and speak clearly and accurately
- Able to establish and maintain effective working relationships with Midwest Manufacturing managers

Application Process:

Applicants can apply directly on the Rapid City, SD Controller Trainee job link listed at the bottom of the Midwest Manufacturing home page. Alternatively, the position is posted on Indeed and can be found searching for Controller Trainee in Rapid City, SD.

Application Deadline:

Controller Trainee

Department: Midwest Administration

Reports to: Plant Controller, General Plant Controller, and Plant Manager

Travels: 0-10%

Location(s): Rapid City, SD

Position Summary

This is an entry-level position that involves working directly with the Plant Controller to develop all accounting skills and become knowledgeable with all of the controller job duties. This position involves specialized work in developing and maintaining financial data at Midwest Manufacturing.

Primary Responsibilities

- Inventory
 - Maintain accuracy in receiving, month end paperwork, adjustments, usage, and costing
- Accounts Payable
 - Complete a monthly comparison between receipts and outstanding payments to verify accuracy of Profit and Loss statements
 - Complete and process Purchase Orders
- Payroll
 - Process time card edits
 - Submit time records
 - Process pay/position change paperwork
 - Improve flow and reduce amount of plant and office paperwork
- Bill of Material Maintenance
 - Enter new items into the system as needed by plant managers
 - Modify bill of materials based on product changes and fluctuation to ensure accurate raw materials usages and inventory counts.
- Order Processing
 - Enter and process orders through the system in a timely manner
 - Handle questions or problems forwarded from the Menards stores

Additional Responsibilities

- Any additional accounting related functions or special reporting projects as assigned by the Plant Controller or Plant Manager

Position Requirements

- Bachelor's or Associate's Degree in Accounting or Finance
- Working knowledge of modern accounting methods and techniques
- Knowledge of Microsoft Office products- Excel, Access, Word
- Good data entry skills
- Able to write and speak clearly and accurately
- Able to establish and maintain effective working relationships with Midwest Manufacturing managers