



Cow Creek Government Office

Position Description

Position Title: Timber Accountant

Department: Forestry

Reports To: Director of Forest Management

FLSA Designation: Non Exempt

POSITION PURPOSE:

This position provides timber based accounting support to the Forest Management Department, as well as other administrative support as needed.

ESSENTIAL FUNCTIONS:

- Completion of monthly accounting processes including analytical review of the monthly operating budgets to ensure accurate accounting records are maintained
- Ensure appropriate accounting control procedures are in place and followed
- Completes accounts payable invoice data entry
- Attaches and scans documents following established accounting procedures
- Preparation of monthly financial statements and preparation of reporting packages as directed.
- Review and Preparation of procurement documentations
- Process new log purchase agreements, timber sales, logging contracts and log sales agreements
- Tracking and management of program grants and financial code allocations
- Evaluate the effectiveness of Timber accounting software and supporting database
- Assist Director of Forest Management managers to develop timely and meaningful management reports
- Assists with annual audit requests as needed
- Distributes incoming mail; prepares outgoing mail, including all Timber sale related correspondences sent via certified mail
- Collects all receipts and completes monthly reconciliations of credit card statements.
- Perform daily data error correction and research
- Maintain current, complete and accurate files for all timber sales and log purchase agreements
- Reconcile payments for log and by-product sales
- Reconcile timber sale billings and payments
- Assist with governmental filings, dues, fees, subscriptions and tax returns for timber harvests
- Prepare "cut-out" reports at the end of a timber sale
- Assist with management of log scale data.
- Other duties as assigned

QUALIFICATIONS:

- 5+ years' experience in the accounting and finance sector.
- Associates Degree in accounting or finance with Bachelors and/or Master's Degree preferred
- Demonstrable experience managing budgets and finances specific to Timber and or Forest Products.
- Knowledge and experience in accrual accounting, or an equivalent amount of related work experience and education.
- Strong experience in both the private and public accounting sectors is preferred.

- Attention to detail and the ability to conduct work in a timely, accurate and organized manner
- Ability to problem solve, research discrepancies, troubleshoot roadblocks and multi-task
- Proficient in Microsoft Office and Outlook
- Ability to communicate professionally (verbally and in writing) with all levels of personnel and management
- Must have the ability to work independently with limited supervision and collaboratively within a team