Cow Creek Government Office

Forestry Finance Manager

Job Code: 1918
Department: Forestry Department
Location: Roseburg, OR.
Minimum Salary: $124,320.00

POSITION PURPOSE:

Under the direct supervision of the Director of Forest Management, the Forestry Finance Manager oversees the financial operations of the Forestry Department, including accounting, budgeting, financial reporting, grant and contract compliance, and internal controls. The position manages financial activities related to forestry operations, timber sales, forest management projects, and enterprise programs; analyzes financial performance; and provides recommendations to support sustainable resource management and operational efficiency. Working closely with the Tribal Finance Department, the Forestry Finance Manager ensures accurate recordkeeping, reconciliation of financial records, compliance with applicable policies and regulations, and coordination of audits and financial reporting. The position also supervises forestry accounting staff and serves as a key financial resource to forestry leadership in support of strategic planning and fiscal sustainability.

ESSENTIAL FUNCTIONS:

- Oversee all financial and accounting activities of the Forestry Department, including accounts payable, accounts receivable, payroll coordination, timber sale accounting, grant tracking, and preparation of monthly, quarterly, and annual financial reports. Ensure accurate, timely, and transparent reporting of forestry program revenues, expenditures, and enterprise activities, including Tribal forestry operations and any affiliated forestry-related business entities.
- Develop, monitor, and analyze annual operating budgets and multi-year financial forecasts for forestry programs and enterprise activities. This includes timber harvest operations, delivered log and stumpage sales, road construction and maintenance, reforestation, fuels reduction, forest health initiatives, watershed restoration, grant-funded projects, and other natural resource management activities. Monitor financial performance and recommend budget adjustments to support operational objectives.
- Establish and maintain effective financial controls in coordination with the Tribal Finance Department to safeguard department assets and ensure compliance with Tribal policies, federal and state regulations, grant requirements, timber sale contracts, and funding

agreements. Monitor financial risks and implement procedures to strengthen accountability and fiscal stewardship.

- Conduct financial analysis, cost accounting, and performance evaluations for forestry operations, timber sales, silvicultural activities, equipment utilization, road systems, and resource management projects. Analyze expenditures, identify budget variances, evaluate return on investment, and provide recommendations to improve operational efficiency, sustainability, and long-term revenue generation.
- Coordinate closely with the Tribal Finance Department, forestry program managers, and external funding agencies to ensure accurate financial records, proper grant administration, and compliance with reporting requirements. Maintain documentation supporting forestry expenditures, contracts, timber revenues, and program activities. Assist with annual audits and ensure readiness for internal and external financial reviews.
- Partner with Land and Resources leadership, directors, and program managers to develop financial strategies that support sustainable forest management objectives. Compile, analyze, and interpret financial and operational data to support decision-making related to timber management, forest restoration, capital investments, equipment acquisitions, workforce development, and long-term resource sustainability.
- Provide leadership, supervision, training, and professional development for forestry accounting staff. Establish work priorities, implement standard operating procedures, ensure accountability, and promote efficient, effective, and customer-focused financial operations within the Forestry Department.
- Serve as the primary financial liaison between the Forestry Department, Tribal Finance Department, Tribal leadership, funding agencies, contractors, consultants, and other stakeholders. Facilitate communication regarding budgets, grants, contracts, timber revenues, and financial performance to support informed decision-making and organizational goals.
- Perform other related duties and special projects assigned in support of the Forestry Department's mission, strategic objectives, and management responsibilities.

QUALIFICATIONS:

- Bachelor’s degree in accounting, Finance, Business Administration, or a related field required. Coursework or experience in forestry, natural resources, or resource economics is highly desirable. An equivalent combination of education and relevant experience may be considered.
- Minimum of 5 years of progressively responsible experience in accounting, financial management, or budgeting required, including experience with financial reporting, internal controls, and compliance.
- Experience in Tribal government, governmental accounting, grant management, or natural resource/forestry operations is strongly preferred.
- Prior supervisory or team lead experience required.
- Strong knowledge of accounting principles, financial reporting, budgeting, forecasting, and internal controls. Experience with audit preparation and compliance with federal, state, and grant requirements preferred.
- Proficiency in financial management systems and Microsoft Office Suite (especially Excel). Experience with ERP/accounting systems such as Acumatica and industry-related systems (e.g., forestry operations software) is desirable.
- Demonstrated ability to analyze financial data, perform cost analysis, support business planning, and provide actionable recommendations. Strong mathematical, problem-solving, and critical thinking skills required.
- Excellent written and verbal communication skills, with the ability to present financial information clearly to both financial and non-financial audiences. Proven ability to work collaboratively with departments, including close coordination with a central Finance Department.
- Strong organizational skills with the ability to manage multiple priorities, meet deadlines, and adapt to changing assignments in a dynamic environment.
- Ability to work effectively as a team player while also providing direction, training, and oversight to accounting staff.
- Valid Oregon driver’s license.