



Cow Creek Government Office

Log Clerk, Part Time

Job Code: 1920
Department: Forestry
Location: Roseburg, Oregon
Minimum Hourly: \$21.27

POSITION PURPOSE:

Under the direct supervision of the Deputy Director of Forest Management, the part-time Log Clerk supports whole-log chipping and timber sales operations by maintaining accurate records, processing daily production and scaling data, and assisting with financial tracking of log and chip sales from harvest through invoicing, payment, and reconciliation. The position ensures all transactions are properly documented in compliance with Tribal fiscal policies, contract requirements, and applicable regulations, while working closely with the Tribal Finance Department to support accurate recordkeeping, reporting, and audit readiness. The Log Clerk provides customer service support to vendors, contractors, and truck drivers, prepares routine operational and financial reports as they relate to log scale, chip sales and assists with month-end close processes, and supports compliance reviews.

ESSENTIAL FUNCTIONS:

- Process log and chip sales using daily scale data transmissions from Log Scaling Bureaus; enter, update, and verify all log and chip data in the log accounting system, ensuring accuracy of volumes, pricing, and contract terms.
- Monitor log sales from harvest through invoicing and payment; reconcile scale reports, haul tickets, and contracts to ensure accurate billing, revenue recognition, and accounts receivable tracking.
- Maintain and update Perpetual Log Inventory records, including daily data entry and weekly distribution of inventory reports to support operational tracking and financial accuracy.
- Assist with issuing vouchers, processing log payments, and supporting accounts payable and receivable functions in coordination with the Forestry Controller and Tribal Finance Department.

- Enter, update, and maintain log purchase and sales agreements in the accounting system, ensuring proper documentation, compliance with contract terms, and audit readiness.
- Prepare and distribute routine operational and financial reports, including weekly KPI reports, biweekly tract statements, monthly Forest-to-Market reports, and month-end close support documentation.
- Support monthly tracking, reporting, and reconciliation of by-product (forest residuals, chips, etc.) sales to ensure complete and accurate revenue recording.
- Maintain organized, accurate, and audit-ready records for all log sales, inventory movements, contracts, and financial transactions in accordance with Tribal, federal, and regulatory requirements.
- Provide direct support to log sales and production operations by communicating with forestry staff, scaling bureaus, vendors, contractors, and truck drivers to ensure accurate data flow, timely resolution of discrepancies, and coordination between field operations and the log accounting system.
- Support forestry safety coordination efforts by maintaining awareness of field-to-office operations and promoting safe, efficient handling of log documentation and transportation processes.
- Cross-train in key log accounting and production reporting functions to provide coverage as needed during absences or peak workload periods.
- Perform other related duties as assigned to support accurate, efficient, and compliant forestry operations.

QUALIFICATIONS:

- Associate's degree in accounting, Business Administration, Forestry, or a related field preferred. Equivalent combination of education and relevant experience may be considered.
- Minimum two (2) years of experience in log accounting, scale processing, production reporting, accounting support, or related forestry/logistics operations preferred. Experience in timber sales, log scaling systems, or natural resource operations is highly desirable.
- Ability to accurately interpret, analyze, and verify production and financial data, including scale reports, haul tickets, inventory records, and sales transactions. Strong ability to identify discrepancies and ensure data integrity.
- Proficiency in Microsoft Excel and Word required. Experience with log accounting systems, or production/inventory tracking databases preferred.
- Strong ability to maintain precise, audit-ready records in a high-volume, time-sensitive production environment. Demonstrated commitment to accuracy in data entry, reconciliation, and reporting.
- Ability to manage multiple priorities simultaneously, meet strict deadlines, and maintain consistent workflow in a fast-paced operational setting.
- Strong written and verbal communication skills with the ability to work effectively with forestry staff, scaling bureaus, vendors, contractors, and Tribal Finance personnel.

- Ability to work independently with minimal supervision while exercising sound judgment in resolving routine discrepancies and prioritizing workload.
- Ability to perform accurately under pressure, handle frequent interruptions, and maintain productivity in a dynamic production environment.
- Valid Oregon Driver's License required.