



Cow Creek Government Office

Log Clerk

Job Code: 1920
Department: Forest Management
Location: Roseburg, Oregon
Minimum Hourly: \$20.41

POSITION PURPOSE:

Responsible for all aspects of documenting, recording, and maintaining information pertaining to the distribution of timber; whether it is logs or by-products. The position will also perform general duties including month-end tasks, back up for other administrative positions and assist the Forest Manager with other duties as needed.

ESSENTIAL FUNCTIONS:

- Process log sales from daily transmission of detail from Log Scaling Bureau(s).
- Update data into log accounting system and verify accuracy.
- Issue vouchers and payments for logs.
- Enter log purchase sales agreements into log accounting system.
- Monitor logs sales, trucking invoices, and accounts receivable.
- Daily input and weekly distribution of Perpetual Log Inventory.
- Monthly reporting of Forest to Market.
- Weekly Forestry KPI Reporting.
- Biweekly updates of Tract Statements.
- Forestry Safety coordinator.
- Monthly processing of by-products.
- Provide general office support including answering phones, front desk help, and other duties as assigned by Forest Manager.
- Cross train to back up other office personnel. Tasks may include Log Accounting, Production Reporting, Accounts Payable or other general office tasks.
- Create and maintain a safe, clean working environment at all times.

QUALIFICATIONS:

- Associate degree preferred.
- Two years' experience of log processing or accounting preferred.

- Analyze and interpret data.
- Must be able to manage multiple projects, meet deadlines and exercise independent judgment with frequent interruptions.
- Must possess data entry (50 WPM), 10-key (5000 KPH) and excellent computer skills.
- Strong Excel, database knowledge & MS Word experience as well as basic knowledge of Crystal Reports.
- Accuracy, attention to detail, ability to multi-task and work under strict deadlines.
- Able to work at fast pace with distractions and maintain accuracy.
- Trouble shooting and strong communication skills are a must.
- Will generally work independently with limited supervision. Must be self-directed in identifying and efficiently completing each task.
- Must have a current valid Oregon Drivers' License.