



Cow Creek Government Office

Forestry Support Specialist, Full Time (32 Hours/Week)

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

We're looking for passionate professionals to join a dynamic, growing team that's making a real impact in forestry and timber operations. If you thrive on working with data, enjoy solving complex challenges, and value collaboration, this is the opportunity for you. We offer a supportive, integrated environment where your skills can make a difference — and where you'll be part of something meaningful from day one.

POSITION PURPOSE:

The Forestry Support Specialist maintains accurate records, processes daily production and scaling data, and assists 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 Support Specialist provides internal and external customer service to employees, vendors, contractors, operators, and customers.

ESSENTIAL FUNCTIONS:

- Process log and chip sales using daily scale data transmissions from Log Scaling Bureaus; upload 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 tickets, haul tickets, and contracts to ensure accurate billing, revenue recognition, and accounts receivable tracking.

- Issue vouchers and invoices, reconcile log payments, supply pulpwood purchase agreements, and support accounts payable and receivable functions in coordination with the Timber accountant and Tribal Finance Department.
- 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.
- Utilize specialized software to collect and analyze data associated with forest product sales and purchases.
- Support monthly tracking, reporting, and reconciliation of by-product (forest residuals, chips, etc.) sales to ensure complete and accurate revenue recording.
- Provide data management and processing support to forest operations and financial staff.
- Interact and professionally communicate with forest managers, operators, staff, vendors, contractors, and customers on forest product sales and purchases.
- Cross-train in key log accounting and production reporting functions to provide coverage as needed during absences or peak workload periods.
- Assist with contract compliance to ensure contract agreements (amounts, timelines, conditions) are aligned with contract terms.
- 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 a professional business setting working with data, reporting, accounting, logistics, customer service or related administrative support settings.
- Ability to interpret, analyze, and verify production and financial data.
- Strong technical skills with proven ability to use Microsoft Word, Excel, Adobe software, and other data management systems.
- Willing and able to quickly learn new processes, people and systems.
- 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 and collaboratively with an integrated support team.
- Ability to perform accurately under pressure, handle frequent interruptions, and maintain productivity in a dynamic production environment.
- Valid Oregon Driver's License required.

The Tribe offers outstanding benefits to employees. Some of the benefits provided include:

- Health insurance (medical, dental, vision, and RX) with low monthly premiums
- Generous paid time off
- 7% 401k contribution
- 11 paid holidays
- Company paid Short- and Long-Term Disability
- Company paid life insurance
- Flexible spending account
- Employee assistance program